Salary negotiation counter-offer template

If you’re looking to send a counter-offer email or letter, following this basic template will help you to get your desired result without committing a faux pas in the process.

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| Dear [Manager]  Thank you for your recent salary offer of [amount]. While I am grateful for the offer, I was hoping for something more in the region of [desired amount or a salary range]. This is more in line with [industry standards/my level of qualification/my experience/the work load].  I am very much looking forward to working with you, and so hope we can come to an agreement on my salary to ensure we get started as quickly as possible. If you prefer, we could set up a meeting to discuss both of our requirements in greater detail.  Regards  [Name] |