**Sample Salary Negotiation Letter**  
Name of Candidate  
Address of Candidate  
City, State, Zip Code  
  
DATE  
  
Name of Employer or Human Resources Manager  
Name of Company  
Address of Company  
City, State, Zip Code  
  
Dear Name of Employer or Human Resources Manager:  
  
I was very happy to receive your offer of employment as Head of Waste Management for Name of Company. Your environmental practices are the best in the state, and it was enlightening and enjoyable to meet your team and see your facilities.   
  
After taking the time to consider your offer, I am concerned about the salary you offered as it is lower than I had anticipated. Since I have worked for the Name of City in waste management for the past five years and started several programs including handling plastic water bottles and food waste recycling, I believe I can be an asset to your company. Environmental protection is my passion and even in my free time I help smaller recycling centers become more efficient.  
  
I would very much like to work for your company because I see that your practices are the way forward in the area of environmental sustainability. I would appreciate it if I could arrange an appointment with you to discuss the salary further. I will call you next week. I can be reached at Phone Number or at Email Address.  
  
Thank you again for offering me the job. I’m sure we can reach a mutually satisfactory agreement.  
  
Sincerely,  
​  
Signature of Candidate  
Printed Name of Candidate