I was delighted to receive your offer of a position as office manager at Doe. I was very impressed by the friendly yet professional attitude of all the staff and I look forward to joining your team.

I regret to say that I was disappointed by the salary you offered. Although I have been out of the work force for some years, I feel I am worth more than an entry-level salary. I have worked extensively on a volunteer basis on the school and community level and have held several responsible positions during this time. These include City PTA President, School Carnival Chair for two years, and Fund-raising Chair for the new library. I feel that this experience should qualify me for a salary of $30,000 per year.

I work well with people and am able to motivate those who work under my direction. I am sure that these skills will be very valuable to Doe. I would like to discuss this with you further and will call to set up an appointment.