Bob Jostle   
2 Heaven Cir   
Numbers, New York, 13549   
(456) 987-3546   
bobj@domain.com

Date: 10/17/2014

Dave Thimble   
The Number Store   
Hiring Coordinator, Human Resources   
1 Fiji Way   
Numbers, New York, 13549

Dear Dave:

I am enthusiastic to accept the offer you extended to me on 10/15/2014. I know that I will make a significant impact to the growth of your company in the near and distant future. I do accept most of the terms you have described in the job offer letter and I find that they will help me accomplish much and benefit my skills and talents; however, there are a few minor changes I would suggest before I accept the offer.

Point 1 - Salary: $31,000 annually

Based on the 8 years of experience that I have in this field and the salaries of others within this field, about $39,000 annually, with less experience shows that the $31,000 offered would be a misuse of my experience and my talents. I would like you to look into compromising with me and consider a salary of $35,000.

Point 2 - Benefits: Standard Benefits Plan

I have gone over the benefits package plan that you sent me. Having no benefits for 60 days will be stressful on my family. I would like you to consider moving the time frame to 30 days instead.

Point 3 - Bonuses and Stocks

I find the bonus and stock options available to be fair and I accept those terms.

I guarantee that if you can make these changes to the job offer, my skills and talents will go a long way to benefiting your company. I am willing and prepared to start working on the agreed upon hire date.

Sincerely,

*signature*

Bob Jostle