



Salary Negotiation Email

Response to a Below-Average Offer

Dear [Name],

Thank you for getting in touch! I'm very excited for the opportunity to work at [Company Name] as [a/an/the] [Position Title].

With my [2-3 qualifications/skills or summary of major past achievements], I am certain that I will achieve great results for [Company Name]. Before I sign the offer, however, I would like to discuss base salary. According to my research, the average salary for comparable positions in the [work location] area is in the [average salary] range. I would like to discuss the possibility of moving the offer closer to [proposed salary].

Again, I am thrilled to have been offered this position. I look forward to speaking with you again soon.

Sincerely,

[Your Name]





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Response to an Offer Below Expectations

Dear [Name],

I was thrilled to receive your email! Thank you so much for the [Position Title] opportunity.

Before I can formally accept the proposal, I need to discuss base salary. With my [2–3 industry-specific sources of value] and history of [summary of achievements], I know I will bring great value to [Company Name]. Because of my [experience/history] of [qualifications], I was really looking for an offer closer to [proposed salary].

I am still very excited about the offer, and would love to talk about the possibility of moving my starting wage closer to this number. I am open to bridging the pay gap through alternative means, such as [benefit #1] or [benefit #2] if necessary.

Regards,

[Your Name]





Salary Negotiation Email

Response to the Lower of Two Offers

Dear [Name],

Thank you so much for the [Position Title] job offer! I am excited for the chance to work with [Company Name] in this capacity.

I need to discuss starting pay, however. Though your company is my first choice, I have received an offer for [other salary offer] from a different organization. If you can match this figure, I am fully prepared to accept the terms of your offer.

Again, I am highly interested in this opportunity. I look forward to achieving great results at [Company Name]!

Best,

[Your Name]





Salary Negotiation Email

Response to an Offer Below Expectations Regarding Benefits

Dear [Name],

Thank you so much for the [Position Title] opportunity with [CompanyName]! I am very excited about the possibility of joining your team.

The base salary aligns with my expectations, though I would like to discuss the benefits package before accepting your offer. Specifically, I am looking for [additional time off, a more flexible schedule, remote or hybrid work arrangement, reimbursement for home office equipment, etc.], which is in line with the benefits I've seen offered by comparable organizations for similar roles within the industry.

Again, I am thrilled to have received your initial offer and look forward to discussing the benefits package further.

Regards,

[Your Name]

