



# 4 Templates for Responding to a Candidate's Counteroffer



## 1. Accepting the Counteroffer

Dear [name],

Thank you for your continued interest in our [job title] position. We have reviewed your counteroffer and are happy to accept it, including meeting your salary expectations of [requested amount]. [Include any other offer-specific details, like benefits and PTO].

We are excited that you have decided to join [name of employer]. We believe you will be an invaluable addition to our team and can't wait for you to get started. Please confirm that you accept this job offer by responding to this email so we can begin the next steps in finalizing your employment.

We look forward to working with you and welcoming you to our team.

Best,

[name, company name, contact information]



## 2. Can't Match the Counteroffer and Need to Negotiate It Down

Dear [name],

Thank you for your continued interest in our [job title] position. After careful consideration, we have reviewed your counteroffer and are unable to accept your requested salary at this time.

Instead, we would like to counteroffer a salary of [new amount]. [Include any other offer-specific details, including benefits and PTO]. This is the highest salary and benefits package we can offer under our organization's policies and budget limitations.

We sincerely appreciate your continued interest and the time you have put into negotiating with us. Please let us know your response to this offer by [deadline] and contact us if you have any concerns or questions. We look forward to hearing from you.

Best,

[name, company name, contact information]

## 3. Can't Budge on Salary, But You Have Alternative Offers

Dear [name],

Thank you for your continued interest in our [job title] position. After careful consideration, we have reviewed your counteroffer and are unable to accept your requested salary at this time.

Instead, we would like to offer [increased benefits, PTO, or other alternative] in addition to the salary of [original amount]. We hope that this [summarize alternative] will make up for the difference in salary. We understand this isn't the offer you were hoping for, but we believe it demonstrates our willingness to arrive at a mutually beneficial solution that meets our company's capabilities and your value as a candidate.

We sincerely appreciate your continued interest and the time you have put into negotiating with us. Please let us know your response to this offer by [deadline] and contact us if you have any concerns or questions. We look forward to hearing from you.

Best,

[name, company name, contact information]

## 4. Rejecting the Counteroffer

Dear [name],

Thank you for your interest in our [job title] position. After careful consideration, we have reviewed your counteroffer and regret to inform you that we are unable to accept your requested salary at this time.

We appreciate the time and effort you put into meeting with us. Please understand that this decision was not made lightly, as we value your skills and experience. Please let us know if you have any concerns or questions regarding this decision, and we hope you consider applying for open positions at [name of employer] again.

We wish you the best in your job search and hope you find the right opportunity for your career and aspirations.

Best,

[name, company name, contact information]

