



SALARY NEGOTIATION EMAIL

Response to a Below-Average Offer

Dear [Ms. Smith],

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]