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Salary Negotiation Letter Sample by InterviewPenguin.com

Dear Mr. Xxx,

I am really pleased to receive a job offer (*name of the position*) from your company. You, as well as the philosophy and vision of your business, left a strong mark in my memory. I thought about your offer for a while, and I believe that I can utilize my skills and contribute to the prosperity of your company, becoming a strong asset in your team. But before we can move on, I would like to discuss a few details with you.

You offer a basic annual salary of \$50,000. According to the information on (*an online source, ideally with a clickable link*), the average salary for this position in this city is above \$58,000. I believe that \$60,000 would correspond better with the experience and knowledge I can bring onboard.

I have earned \$56,000 in my previous job, and though salary is not my main motivation, I would like to earn at least the same salary in my new job. Please consider \$60,000 as the basic salary.

I believe I can pursue both goals of your company and my personal goals on this position, with great success. Please, let me know what you think about my suggestion. I am open for a discussion, and I am looking forward to hear from you soon, so we can discuss the salary offer, and come to a consensus together.

Best Regards

(*Your name and contact details*)

Source and more samples + ideas on how to write an excellent salary negotiation letter:

<https://interviewpenguin.com/salary-negotiation-letter-tips-and-samples/>