

Michelle Lim
12th Virginia Lane
michellelim@yahoo.com
May 24, 20XX
Ms. Anne Hill
Administrative Director
California Hospital

Dear Ms. Anne Hill,

I am writing this letter expressing my gratitude and personally thanking you for offering the position of Department Manager at California Hospital. It is an honor for me to be given an opportunity for the said position and I appreciate for choosing me as the most suitable candidate for that.

I want to share this matter with you regarding the basic salary that you will offer upon accepting this job, if we can have a negotiation to make the salary higher. I am seeking a salary of \$70,000 annually. I believe that this is in line with my knowledge and skills including my health care relates experiences for 15 years in one of the prestigious hospital in New York.

I'm looking forward to meet you and negotiate the salary offer as soon as possible. If you have any concerns, feel free to contact me through my given phone number and email information. I'm also available to meet with you anytime this week.

Once again, thank you for your offer.

Sincerely yours,
Michelle Lim