

From:
Your
Your
urp
Your
Your Email

Subject: Your Name – Regarding: Position that you interviewed for

To,
Name of your interviewer
Title
Organization
Address
City,

Dear Mr./Ms. Last Name:

I am very pleased to have received the offer of XYZ (job position here) with ABC Organization (name of the Organization here) and look forward to accepting it. I am convinced that my 10 years of experience in this field will be a great asset for your organization and the terms of the offer are acceptable to me with a few minor modifications.

You have offered me a base Salary of XXX (mention the salary that you have been offered) per year. I have researched the industry norms for the position of XYZ and I believe that a salary of ZZZ (quote your salary expectation here) is more in-line with the experience and knowledge that I would bring to the job.

The position in question with your esteemed organization is of great interest to me. I sincerely believe that it corresponds to my professional objectives and that, with my experience, I will be able to make a strong contribution to your organization. I welcome the opportunity to discuss the above mentioned modification with you in person anytime soon.

Thanking you,
Yours sincerely,
Your Signature
Your Name
Date:
Location: