

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to express my appreciation for the offer to join [Company's Name] as [Job Title] and to discuss some details regarding the terms of employment.

First, I would like to convey my enthusiasm for the opportunity to contribute to your team and [mention any specific project or aspect of the company].

However, after careful consideration of the offer, I would like to discuss the following aspects:

1. ****Salary****: Based on my research and industry standards, I believe a salary of [desired salary] would be more in line with my experience and the value I will bring to the team.

2. ****Benefits****: I would appreciate further clarification regarding [specific benefits, e.g., health insurance, retirement plans], and I would like to discuss the possibility of [any enhancements you propose].

3. ****Work Schedule****: I am interested in discussing flexible working arrangements, such as [specific requests, e.g., remote work, flexible hours].

I am confident we can find mutually agreeable terms that will ensure a successful partnership. I appreciate your consideration and am looking forward to your response.

Thank you for this opportunity.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]