

The 5-Day Job Search by Annie Margarita Yang

Benefits Negotiation Email Template (Use 2nd)

1. As in the first template, replace [Company Name], [Interviewer's Name], and [Job Title] with the respective details.
2. For [Benefit #1], [Benefit #2], and [Benefit #3], refer to the list of negotiable benefits given in the chapter. Choose the benefits that matter most to you personally, such as flexible working arrangements, further education benefits, or specific insurance types.
3. In the [Your Reasoning] section, provide a brief explanation as to why each chosen benefit is important to you. This might relate to personal circumstances, professional development, or improving work-life balance.
4. As always, replace [Your Full Name] with your full name before sending the email.
5. Remember that the ultimate goal is to arrive at a mutual agreement that reflects your value and meets your needs. Be respectful and patient as the negotiation process unfolds, keeping open lines of communication.



Subject: Revised Offer from [Company Name]

Dear [Interviewer's Name],

I trust this message finds you well. I would like to extend my sincere thanks for taking the time to revise the salary offer for the [Job Title] position at [Company Name]. I am very appreciative of your understanding and the flexibility demonstrated in addressing my concerns.

As I reflect on the overall compensation package, I would like to address the offered benefits. I understand that the benefits package is a significant part of total remuneration, and I believe there is room for discussion to better align it with the industry standards and my personal needs.

Specifically, I'd like to discuss the following:

- ***[Benefit #1] - [Your Reasoning]***
- ***[Benefit #2] – [Your Reasoning]***
- ***[Benefit #3] – [Your Reasoning]***

I understand that these points may require internal discussions, and I appreciate your consideration. Please know that my intent is to ensure we have a mutually beneficial agreement that will allow me to give my best to [Company Name].

I'm looking forward to our discussion, and once again, I appreciate your understanding and flexibility during this process.

Best regards,

[Your Full Name]