

The 5-Day Job Search by Annie Margarita Yang

Salary Negotiation Email Template (Use 1st)

1. Start by replacing [Company Name] and [Interviewer's Name] with the appropriate details. Also, insert the correct [Job Title] you've been offered.
2. Where it says [specific project or team], try to specify a project or team you learned about during the interview process that you believe you can contribute to.
3. Replace [offered salary] with the salary figure offered to you.
4. Based on the book's advice to conduct your own market research, you should have a good idea of the average pay for the role you've been offered. Use this information to substantiate your desired salary. Replace [specific skills, experiences, qualifications] with your own credentials that justify your value.
5. Use the [desired salary] placeholder to state your preferred salary, which should align with your research and personal valuation.
6. Finally, don't forget to replace [Your Full Name] with your actual full name.



Subject: Your Offer from [Company Name]

Dear [Interviewer's Name],

I trust this email finds you well. Firstly, I want to extend my sincere gratitude for the offer extended to me for the [Job Title] role at [Company Name]. I am enthusiastic about the potential of becoming part of your team and contributing to [specific project or team].

The job responsibilities and the work culture of [Company Name] are in perfect alignment with my career aspirations. However, I would like to discuss the proposed base salary.

While the salary of [offered salary] is certainly appreciated, based on my extensive market research and understanding of the industry standards for this role, coupled with my [specific skills, experiences, qualifications], I was anticipating a base salary in the region of [desired salary].

My intention is not merely to negotiate, but to ensure the offer reflects the value I bring, especially given the robust data supporting industry-standard compensation for similar roles. I also want to ensure alignment with the cost of living and the nature of this position's responsibilities.

I would be more than open to a conversation to clarify any components of the compensation package and to reach a mutual agreement. I firmly believe that we can find a figure that acknowledges both my prospective contributions to [Company Name] and the industry norms.

Thank you again for your time, consideration, and understanding. I look forward to our discussion.

Best regards,

[Your Full Name]