



FearlessSalaryNegotiation.com

Salary Negotiation Email Template - Standard Counter Offer



Here's your standard counter offer email template! Make sure to edit the template to reflect your situation before you send it.

Get an 11-minute video walkthrough where I show you *exactly* how to use this template to write your counter offer email plus 9 more templates with The Essential Salary Negotiation Email Pack:

FearlessSalaryNegotiation.com/essential-counter-offer/

Josh Doody



Salary negotiation email template

1. Counter offer - standard

Other templates included with The Essential Salary Negotiation Email Pack

2. Ask for time to consider a job offer

3. Counter offer a lowball offer

4. Counter offer - disclose your bottom line

5. Counter offer - disclose that you're considering other offers

6. Follow up after counter offering

7. Decline a job offer - not a good fit

8. Decline a job offer - accepted another position

9. Accept a job offer - standard

10. Accept a job offer - start-date constraints

Counter offer - standard

An example of a counter offer email. Use this when a standard counter offer will do.



To: [Recruiter]

CC: [Recruiter's manager if they have been involved]

Subject: [Your name] - My thoughts on [name of person who made the offer]'s verbal offer

Hi [Recruiter name]

I hope you had a great weekend!

I've been considering [name of person who made the offer]'s offer over the weekend and everything sounds good, although I would like to discuss the base salary component.

I think I'm a particularly good match for this position, where I would add significant value to [Company name] and to the [name of person who made the offer]'s Practice from Day One. I have a strong technical background and have built and managed teams of technical people. I am exceptionally good with clients, and have taught short courses on building rapport with and managing clients. I have an MBA and have successfully managed many portfolios of business in the [Industry name] industry over the past seven years. I've been working with [Partner Company] for over two and a half years, and have experience with many of their partnership managers and leadership team. I have a strong technical writing background and can both create and delegate the creation of good collateral quickly and efficiently.

All of these qualities contribute directly to the core components of this particular position, and that's why I'm excited for the opportunity to work with [name of person who made the offer] and his Practice in this capacity at [Company name].

[Name of person who made the offer] offered [offer amount] and I would be more comfortable if we could settle on [counter offer amount]. I feel that amount reflects the importance and expectations of the position for [Company name]'s business, and my qualifications and experience as they relate to this particular position.

Thanks for your time, and I look forward to talking with you [day and time of your next scheduled touch-point]!

All the best

[Your name]
[Your email address]

The Essential Salary Negotiation Email Pack



“I agonized for days over whether or not to negotiate. Then finally just decided to bite the bullet and use your templates. Three hours later I got a better offer with another \$4k added!”

– T.K., Project Manager

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