



These email templates will help you navigate the tricky world of salary negotiation like a pro.

Make sure to edit the templates to reflect your situation before you send them!

To learn more about salary negotiation, job interviews, raises and promotions, visit the *Fearless Salary Negotiation* website: [FearlessSalaryNegotiation.com](http://FearlessSalaryNegotiation.com)

## **Ask for time to consider a job offer**

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**Use any time you get a job offer (body of email also useful in a verbal conversation)**

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**To:** [Recruiter]

**Subject:** [Name of person who made the offer]'s verbal offer

Hi [Recruiter name]

Thank you so much for your job offer. Do you mind if I take a couple of days to consider your offer and discuss this opportunity with my family?

Thanks again for your offer, and I'll get back to you soon!

[Your name]

[Your email address]

## Standard counter offer

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**An example of a counteroffer email – Use this when a standard counter offer will do**

More on when and how to use this template: [Salary negotiation counter offer email](#)

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**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]

Based on material from *Fearless Salary Negotiation: A step-by-step guide to getting paid what you're worth*

by Josh Doody

Learn more at [FearlessSalaryNegotiation.com](http://FearlessSalaryNegotiation.com)

## Counter offer for a lowball offer

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Use this when the offer is drastically below your acceptable salary range

More on when and how to use this template: [How to negotiate a lowball job offer](#)

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**To:** [Recruiter]

**Subject:** [Name of person who made the offer]'s verbal offer

Hi [Recruiter name]

[Company name] seems like a great company and this particular opportunity is an exciting one for me because I'm a great fit for [company name]'s needs right now and it's a great chance for me to continue growing as a [job title you're pursuing].

Thank you for extending an offer. It is somewhat disappointing as it seems to be a bit below what I've seen for similar jobs in my market research. This is an exciting opportunity, but I want to be sure this move is a step forward for me in my career.

Are there improvements that can be made to this offer so I can consider them?

Thanks for your time!

[Your name]

[Your email address]

## **Decline a job offer – not a good fit**

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**Use this to decline a job offer without burning bridges**

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**To:** [Recruiter]

**Subject:** [Name of person who made the offer]'s verbal offer

Hi [Recruiter name]

Thank you so much for your job offer. After careful consideration, I've decided this opportunity is not the best fit for me.

I will be sure to let others know about this great opportunity.

Thanks again for your offer, and for all your time and effort throughout this process.

All the best

[Your name]

[Your email address]

## **Decline a job offer – accepted another position**

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**Use this to decline a job offer without burning bridges**

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**To:** [Recruiter]

**Subject:** [Name of person who made the offer]'s verbal offer

Hi [Recruiter name]

Thank you so much for your job offer. After careful consideration, I've decided this opportunity is not the best fit for me.

I will be sure to let others know about this great opportunity.

Thanks again for your offer, and for all your time and effort throughout this process.

All the best

[Your name]

[Your email address]

## Accept a job offer

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Use this to accept a job offer once you have negotiated for acceptable compensation

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**To:** [Recruiter]

**Subject:** [Name of person who made the offer]'s verbal offer

Hi [Recruiter name]

Thank you so much for working with me on the details of this job offer to find the best arrangement for everyone.

I'm happy to accept the offer and look forward to joining the team!

What are our next steps?

Thanks again, and I can't wait to get started!

[Your name]

[Your email address]

## Accept a job offer with start-date constraints

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Use this to accept a job offer once you have negotiated for acceptable compensation

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**To:** [Recruiter]

**Subject:** [Name of person who made the offer]'s verbal offer

Hi [Recruiter name]

Thank you so much for working with me on the details of this job offer to find the best arrangement for everyone.

I'm happy to accept the offer and look forward to joining the team!

I have several projects to wrap up and may need more than the typical two weeks before I can start. I prefer to start [desired start date] if possible. Can we make that work?

Thanks again, and I can't wait to join the team!

[Your name]

[Your email address]