



FearlessSalaryNegotiation.com

# Email Templates To Respond To Your Job Offer



**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)

# Josh Doody



## The Templates

1. Ask for time to consider a job offer
2. Counter offer a lowball offer
3. Counter offer - standard
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

# Ask for time to consider a job offer

Use any time you get a job offer (also useful in verbal conversation).



**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]

# Counter offer a lowball offer

Use this when your job offer is drastically below your acceptable salary range.



**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]

# 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]

# Counter offer - disclose your bottom line

Use this when you were unable to negotiate up to at least your minimum acceptable salary.



**To:** [Recruiter]

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

**Subject:** Josh Doody – My thoughts on Tom's verbal offer

Hi Brittany

I hope you had a great weekend!

I've been considering Tom'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 ACME Corp. and to the Tom'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 Widget Making 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 Tom and his Practice in this capacity at ACME Corp.

The offer was for \$65,000 base salary, and I understand that there are other benefits included with the offer. But in order to be comfortable accepting the offer and making this transition, the base salary needs to be \$80,000.

Thanks for your time and consideration!

All the best

Josh Doody  
josh@example.com

# Counter offer - disclose that you're considering other offers

Use when you're considering multiple offers.



**To:** [Recruiter]

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

**Subject:** Josh Doody – My thoughts on Tom's verbal offer

Hi Brittany

I hope you had a great weekend!

I've been considering Tom'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 ACME Corp. and to the Tom'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 Widget Making 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 Tom and his Practice in this capacity at ACME Corp.

Tom offered \$50,000 and I would be more comfortable if we could settle on \$56,000. I feel that amount reflects the importance and expectations of the position for ACME Corp's business, and my qualifications and experience as they relate to this particular position.

I also want to let you know that I am considering a strong offer from another company right now as well. So I'm working to determine the best opportunity for me to contribute and propel my career forward. I appreciate you working with me throughout this process to understand this opportunity and design a compensation package that is beneficial to us both.

Thanks for your time, and I look forward to talking with you on Monday morning at 10:30 ET!

All the best

Josh Doody  
josh@example.com

# Follow up after counter offering

If you don't hear back after two or three business days, use this template to check in.



**To:** [Recruiter]

**Subject:** Re: [Your name] – My thoughts on [Name of person who made the offer]'s verbal offer

Hi [Recruiter name]

Just touching base to see if you had any questions about my last email and to be sure you're not waiting on anything from me. If you have any questions or if you're waiting on me, just let me know!

All the best

[Your name]  
[Your email address]

# Decline a job offer - not a good fit

Use this to decline a job offer without burning  
bridges.



**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

Use this to decline a job offer without burning bridges.



**To:** [Recruiter]

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

Hi [Recruiter name]

Thank you so much for your job offer. This was a difficult decision, but I've accepted an offer from another company.

I appreciate all the time and effort you have invested throughout this process. And I will be sure to let others know about this great opportunity.

Thanks again for your offer.

All the best

[Your name]

[Your email address]

# Accept a job offer - standard

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



**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 - start-date constraints

Use this to accept a job offer and suggest a specific start date.



**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!

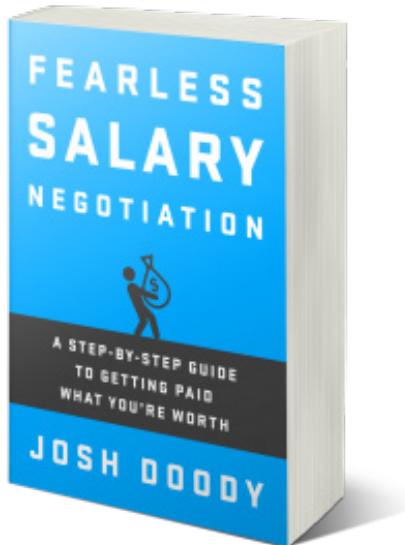
I have several projects to wrap up for my current job and may need more than the typical two weeks before I can start. I prefer to start [desired start date] if possible. Can we make that work?

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

[Your name]

[Your email address]

# Start getting paid what you're worth



“I made an additional \$8,000 in base salary and landed a better job thanks to the interview and salary negotiation strategies I learned from *Fearless Salary Negotiation!* Now I can do more boring things like save for retirement, and fun things like travel more.”

– Jared Allen, Senior Software Developer

[FearlessSalaryNegotiation.com/get-started](http://FearlessSalaryNegotiation.com/get-started)