**NEGOTIATING A HIGHER BASE SALARY: QUALIFICATIONS**

MM, DD, YYYY

Dear (List full name of recruiter or hiring authority and their title here),

Thank you for offering me the exact title of position. I would like to express again how excited I am to begin working for company name.

Before I can accept however, I would like to discuss the matter of compensation. As we discussed in the interviews, I have XX more years of experience and [list educational qualifications] than you required in the job description. I have also demonstrated my capabilities in as name of current position with current company name by list a selected highlight. With my expertise, an acceptable salary would fall in the range of $XXX,XXX - $XXX, XXXX a bit higher than your offer of $XX,XXX.

I can certainly see a future for myself with company name, and I’m confident that I bring a lot of value. I know that we can come to a mutual agreement on an acceptable salary.

Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

***Full Name***

--------

**NEGOTIATING A HIGHER BASE SALARY: OTHER JOB OFFERS**

MM, DD, YYYY

Dear (List full name of recruiter or hiring authority and their title here),

Thank you for offering me the exact title of position. I’m excited about Company name and the contribution I can make here.

However, I would like to discuss compensation before I can accept the offer. While Company name is my first choice, I have received other job offers that are offering a compensation more in line with my needs. In fact, the highest offer is $XXXX more than the offer from Company name with XX additional vacation days (or other additional benefit).

I’m very interested in Company name and I would happily accept if you could improve or match the other offer. I’m confident that I can make valuable contributions to Company name, and I hope we can come to a mutual agreement.

Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

***Full Name***

**NEGOTIATING A SIGNING BONUS**

MM, DD, YYYY

Dear (List full name of recruiter or hiring authority and their title here),

Thank you for offering me the exact title of position. I would like to express again how excited I am to begin working for Company name.

Before I can accept, I would like to discuss the matter of compensation. I am happy with the salary and I think that it is in line with my market value. However, I would be [leaving my current job where I receive quarterly bonuses, will be relocating to accept the new position, will need xx days to transition roles for personal reasons]. To make the transition easier, I would like to request a signing bonus of $XXXX to bridge the gap in pay/ cover expenses.

I can certainly see a future for myself with Company name, and I’m confident that I can bring a lot of value. I know that we can come to a mutual agreement on an acceptable compensation package.

Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

***Full Name***

**NEGOTIATING A JOB RELOCATION PACKAGE TO COVER EXPENSES**

MM, DD, YYYY

Dear (List full name of recruiter or hiring authority and their title here),

Thank you for offering me the exact title of position in name of new city. I’m excited about the position, and I’m confident that I can contribute a lot to Company name.

Before I can accept however, I would like to discuss compensation with you. I am currently living in current location making $XX,XXX. While the salary you offered me of $XX,XXX is more than what I make now, the cost of living in new location is much more expensive than living in current location, making my actual pay worth much less than what I make now.

For example, according to the CNN Cost of Living Calculator, housing in XXX is XX% more, utilities are XX% more, and transportation is XX% more. I would have to make at least $XX,XXX in new location to continue my same standard of living. I would really like to work for Company name, and I’m excited about my future potential, so I am willing to transfer for $XX,XXX. I hope that we can come to a mutual agreement.

Thank you in advance for your time and consideration. I look forward to hearing from you soon.

Sincerely,

***Full Name***