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|  | [COMPANY NAME]  STREET NAME  CITY, POSTAL CODE |
| HIRING MANAGER NAME  STREET NAME  CITY, POSTAL CODE  MONTH, DAY, YEAR |  |

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| Dear [Hiring Manager],  I am writing to express my gratitude for offering me the position of [Job Title] at [Company Name]. I can’t wait to get started, and I’m looking forward to contributing my skills to your team!  Before finalizing, I wanted to discuss a few details regarding the offer:   * Salary: Given my experience, and industry standards, I would like to request a salary of [Proposed Salary]. I am open to negotiating this figure with you. * Start Date: I am available to start on [Proposed Start Date], which is [Amount of Time Earlier/Later] than initially discussed. Please let me know if this will work for you, and the team. * Flexible Work Options: I would like to confirm that I am working from home [Amount of Days]/week, as initially discussed.   Please let me know when a convenient time would be to talk more about these details, as I’m sure we can reach a mutual agreement. I will be available on [Provide Some Days/Times]. I’m very excited about this opportunity and joining the team at [Company Name].  Thank you again for your time, and for this chance! I look forward to working with you.  Warm Regards,  [YOUR NAME]  STREET NAME  CITY, POSTAL CODE  PHONE NUMBER  EMAIL ADDRESS |
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