
[Mention the name of the sender]

[Mention the address]

[Mention the contact details]

[Mention the date]

To

The

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact details of the recipient]

Subject- Salary negotiation email

Dear [Mention the name]

I'm [Mention the name], a [Mention the place] university [Mention the name] graduate. Your company sent me an employment offer letter for the position of [Mention the name] manager, where I would be in charge of the [Mention the place] offices. I was just reading the contract's terms and conditions after receiving the offer, which I appreciate.

I'm looking for a better offer while serving as [Mention the name] pharmaceutical's chief zone supervisor. As I currently do a comparable profile, I am aware that the job necessitates frequent travel in order to analyze and control all the units. My seven years of expertise in the same position would make the task manageable.

If there is room for negotiation to raise the base wage that you will offer if I accept the job, I want to discuss this with you. I'm looking for a salary of [Mention the amount] per year.

I think this is in accordance with my expertise, talents, and experiences from working in the healthcare industry for [Mention the number] years at a famous hospital in [Mention the place].

I'm eager to speak with you and discuss the wage offer as soon as we can. Please feel free to contact me at the [Phone number] or [Email address] provided if you have any questions. Additionally, I'm open to meeting with you at any moment this week.

I want to thank you again for your offer.

Sincerely,

From

[Mention the name of the sender]

[Mention the address]

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be give]