

JOB COUNTER-OFFER LETTER

Date: _____, 20____

_____[ORGANIZATION NAME]
_____[ADDRESS 1]
_____[ADDRESS 2]
_____[PHONE]

Dear _____ [REPRESENTATIVE'S NAME],

Thank you sincerely for your time and interest in our last meeting; needless to say, I'm incredibly grateful for the offer, and look forward to working with you and your team now and in the future as your next _____ [POSITION OFFERED]. Before formalizing our relationship, however, I want to ask that we discuss further the salary of the position.

It is my belief with my skill set and experience that I would like to counter your offer with a proposed salary of \$_____ [COUNTER-OFFER]. I believe this is justified due to the current job market for this position.

Before drafting this letter, I spent time researching comparative salaries for comparable positions, and hope my above proposal strikes you, as it does me, as fair. I look forward to the opportunity to sit down with you and continue this discussion at your earliest convenience, and again, thank you kindly for your time and continued interest.

Best Regards,
