

Salary Negotiation Email Templates

1. Initial Salary Negotiation Email

Subject: Salary Discussion for [Job Title] Position

Hi [Hiring Manager's Name],

Thank you so much for offering me the [Job Title] position at [Company]. I'm genuinely excited about the opportunity to contribute to your team and help [mention company goals or projects relevant to your role].

Before we finalize the offer, I'd like to discuss the proposed salary. Based on my research of similar roles in the industry and my [number of years] experience, I was expecting a salary in the range of [\$Target Salary] to [\$Higher Range]. Given my background in [key skill or accomplishment], I believe this would better reflect the value I can bring to [Company].

I'm open to discussing this further and finding a number that works for both of us.

Thanks again for the offer, and I look forward to your thoughts.

Best regards,
[Your Name]

2. Counteroffer Email After Receiving Initial Offer

Subject: Follow-Up on Job Offer – [Your Name]

Hi [Hiring Manager's Name],

I want to thank you for the offer to join [Company] as a [Job Title]. I'm excited about the possibility of working with such a talented team and contributing to [specific company initiative].

After careful consideration, I would like to discuss the salary portion of the offer. Given my experience with [specific skills or achievements], and after reviewing the market rates for similar roles, I'd like to propose a salary of [\$Counteroffer Amount].

I'm confident this adjustment reflects my potential impact and aligns with the responsibilities of the role.

Please let me know if we can discuss this further.

Thank you again for your consideration.

Best,
[Your Name]

3. Polite Decline Due to Unsatisfactory Salary

Subject: Job Offer – [Your Name]

Hi [Hiring Manager's Name],

Thank you very much for extending the offer for the [Job Title] position. I appreciate the time and effort invested by you and the team during the hiring process.

After thoughtful reflection, I've decided that the salary offered doesn't meet my expectations or needs at this time. While I truly admire [Company] and what you stand for, I won't be able to accept the offer.

I hope we can stay in touch for future opportunities.

Wishing you all the best,
[Your Name]

4. Requesting More Details on Compensation Package

Subject: Request for Additional Compensation Details

Hi [Hiring Manager's Name],

Thank you for the offer to join [Company]. I'm excited about the role and the opportunity.

Before I make a decision, could you please provide more details on the full compensation package? Specifically, I'd like to understand the bonus structure, benefits, stock options, and any other incentives that may be included.

This information will help me make an informed decision.

Thank you again, and I look forward to hearing from you.

Best regards,
[Your Name]

5. Negotiating Benefits When Salary Is Fixed

Subject: Discussion on Benefits and Perks

Hi [Hiring Manager's Name],

Thank you for clarifying the salary budget constraints. I understand and respect the company's position.

Given this, I would like to explore the possibility of enhancing the offer with additional benefits. For example, more vacation days, flexible working hours, or professional development opportunities would greatly increase the overall value to me.

I'm eager to find a solution that works well for both sides.

Looking forward to your feedback.

Best regards,
[Your Name]

Tip: Remember, negotiation is a two-way conversation. Platforms like [DailyRemote](#) not only help you find remote roles but also offer insights on how to approach salary discussions strategically.

6. Follow-Up After a Salary Negotiation Meeting

Subject: Thank You for Your Time and Consideration

Hi [Hiring Manager's Name],

I appreciate you taking the time to meet with me to discuss the offer and salary.

I'm even more excited about the opportunity after our conversation and believe my skills will be a great fit for the team. Please let me know if you need any additional information or if there are next steps I should be aware of.

Thanks again for your consideration.

Best,
[Your Name]

7. Requesting Salary Adjustment After Promotion

Subject: Salary Adjustment Discussion Post-Promotion

Hi [Manager's Name],

Thank you again for promoting me to [New Position]. I'm honored and excited to take on these new responsibilities.

Given the increased scope and impact of my role, I'd like to discuss adjusting my salary to better reflect these changes. Based on market data and the value I bring, I believe a salary adjustment to [\$Requested Salary] is reasonable.

I'm happy to discuss this further at your convenience.

Thank you for your support.

Best regards,
[Your Name]

8. Reply to Fixed Budget Explanation While Negotiating

Subject: Re: Salary Discussion

Hi [Hiring Manager's Name],

Thank you for explaining the company's budget limits. I appreciate the transparency.

If the salary isn't flexible at this time, I'd love to explore other ways we could enhance the offer. Perhaps additional PTO, remote work flexibility, or professional development funds could be options.

Looking forward to your thoughts.

Best,
[Your Name]

9. Expressing Enthusiasm While Negotiating Salary

Subject: Excited About the Role & Salary Discussion

Hi [Hiring Manager's Name],

I'm thrilled to receive the offer to join [Company]. The role aligns perfectly with my career goals, and I look forward to contributing to the team.

Before finalizing, I'd like to discuss the salary component to ensure it reflects my experience and the value I bring. Based on my research, a salary in the range of [\$Desired Range] would be more in line with the market and responsibilities.

I'm confident we can find a mutually agreeable number.

Thank you for your time.

Best regards,
[Your Name]

10. Negotiation Using a Competing Offer

Subject: Salary Discussion Regarding Job Offer

Hi [Hiring Manager's Name],

Thank you for the offer and your confidence in my abilities. I am excited about the possibility of joining [Company].

I want to be transparent that I have received another offer with a salary of [\$Other Offer Amount]. I prefer [Company] because of [reason], and wanted to check if there's any flexibility in your offer to be more competitive.

Thank you for considering, and I look forward to your response.

Best,
[Your Name]

11. Requesting a Sign-On Bonus

Subject: Inquiry About Sign-On Bonus

Hi [Hiring Manager's Name],

Thank you for the offer. Considering the salary, I wanted to ask if the company offers sign-on bonuses for new hires.

A sign-on bonus would help me make the transition easier and demonstrate mutual commitment.

Please let me know if this is something we can discuss.

Best regards,
[Your Name]

12. Requesting Salary Increase Based on Performance

Subject: Request for Salary Review

Hi [Manager's Name],

Over the past [time period], I have successfully [describe achievements], resulting in [quantify impact].

Given these contributions, I would like to discuss the possibility of a salary adjustment to reflect my increased value to the team.

Thank you for considering this request.

Best,
[Your Name]

13. Negotiating Hourly Rate for Contract Extension

Subject: Contract Extension and Hourly Rate Discussion

Hi [Manager's Name],

I'm excited about the opportunity to continue working on [project/team]. Given the increased responsibilities and market rates, I would like to discuss adjusting my hourly rate to [\$New Rate].

I believe this rate better reflects my contribution and expertise.

Looking forward to your thoughts.

Best regards,
[Your Name]

14. Requesting More Time to Consider the Offer

Subject: Request for Additional Time to Review Offer

Hi [Hiring Manager's Name],

Thank you for extending the offer for the [Job Title] position. I am very interested and would like to carefully review the details.

Could I please have until [Date] to make my decision?

Thank you for your understanding.

Best regards,
[Your Name]

15. Negotiating Remote or Hybrid Work Flexibility

Subject: Remote Work Flexibility Discussion

Hi [Hiring Manager's Name],

Thank you for the offer. Before accepting, I wanted to discuss the possibility of remote or hybrid work arrangements as part of the package.

Flexibility in work location is important to me and I believe it will help me perform at my best.

I look forward to your feedback.

Best,
[Your Name]

16. Thank You Email After Accepting Counteroffer

Subject: Offer Acceptance

Hi [Hiring Manager's Name],

Thank you for considering my counteroffer. I'm happy to accept the position of [Job Title] at [Company] with the agreed terms.

I'm excited to join the team and contribute to the company's success.

Best regards,
[Your Name]

17. Polite Decline After Negotiation Deadlock

Subject: Follow-Up on Job Offer

Hi [Hiring Manager's Name],

Thank you for your time and the offer. Unfortunately, since we couldn't reach an agreement on compensation, I must respectfully decline.

I appreciate the opportunity and wish you all the best.

Best,
[Your Name]

18. Negotiating for Professional Development Support

Subject: Discussion on Professional Development Opportunities

Hi [Hiring Manager's Name],

In addition to salary, I'd like to explore support for professional development such as training, certifications, or conference attendance.

I believe investing in my growth will allow me to contribute even more effectively.

Thank you for considering this.

Best regards,
[Your Name]

19. Clarifying Offer When Salary Isn't Mentioned

Subject: Clarification on Compensation Details

Hi [Hiring Manager's Name],

Thank you for the offer. Could you please confirm the salary and benefits included in the compensation package so I can review all the details?

Looking forward to your response.

Best,
[Your Name]

20. Closing Email After Negotiation

Subject: Confirmation of Offer Terms

Hi [Hiring Manager's Name],

Thank you for finalizing the offer details. I'm excited to officially accept the [Job Title] position and look forward to joining [Company].

Please let me know the next steps.

Best regards,
[Your Name]

Bonus: To explore the latest remote jobs and practice your negotiation skills, check out [DailyRemote](#), it's a great resource for finding up-to-date remote roles across industries.

Final Word: Salary Negotiation Starts With the Right Opportunities, at DailyRemote

Negotiating your salary can feel uncomfortable, but it's one of the most powerful skills you can learn in your career.

Whether you're negotiating your first offer or a raise after years of experience, the way you communicate your value makes all the difference. This PDF includes proven, professional email templates to help you confidently navigate every step of the negotiation process — from the initial ask to securing a higher offer.

Use them as-is or tailor them to your voice. The goal: help you get paid what you're worth, without second-guessing yourself.

But you don't have to do it alone. This is where [DailyRemote](#) becomes your best friend.

DailyRemote is more than a job board, it's your full-service remote career Partner.

Whether optimizing your resume, tracking down verified roles, or navigating interviews, DailyRemote gives you the tools, insights, and support to move confidently.

- ✓ Discover high-quality, verified remote roles across industries
- ✓ Access resume reviews, salary insights, and interview tips
- ✓ Connect with thousands of like-minded professionals in our LinkedIn community
- ✓ Stay ahead of the curve with our free mobile app and Career Advice Hub

This isn't just about getting hired. It's about building a remote career you actually Want.

Start where companies are hiring. Grow where professionals are learning. Get hired with [DailyRemote Premium](#).

Your Remote Career Toolkit: Powered by DailyRemote

DailyRemote isn't just a remote job board. It's a complete support system for serious remote professionals:

✔ **Resume Review Service**

Stand out with a professionally reviewed, ATS-optimized resume.

👉 <https://dailyremote.com/resume-review>

✔ **Mobile App**

Stay on top of the latest verified remote jobs wherever you are.

📱 [Download on ios](#)

✔ **Remote Salary Insights**

Know your worth. Compare pay across industries and roles.

📊 [Top-Paying Remote Jobs](#)

✔ **Career Advice Hub**

Get expert tips on interviews, visibility, and navigating remote work.

📖 dailyremote.com/advice

✔ **LinkedIn Remote Community**

Network, learn, and grow with thousands of remote workers.

🔗 [Join the LinkedIn community](#)

Your next remote role is out there.

And every day you follow this plan, you're getting closer.

Start where companies are hiring. Grow where professionals are learning. Get hired with [DailyRemote Premium](#). 🚀