**​Sample Counter Offer Letter**  
Name of Candidate  
Address of Candidate  
City, State, Zip Code  
  
DATE  
  
Name of HR person  
Name of Company  
Address of Company  
City, State, Zip Code  
  
Dear Name of HR person,  
  
Thank you for graciously offering me the position for [Name of Position] at [Name of Company]. I am very pleased and honored to be given the chance to fulfill the position and flattered that you're considering me as a top candidate.   
  
Before I join your elite team, I am hoping to negotiate a somewhat higher salary base. While your salary offer is generous, I am looking for an annual salary of [$56,000]. I truly believe this dollar amount is more reflective of my current skills and past experience, which includes a full 12 years in the medical management field.   
  
I hope we can set up a meeting in order to negotiate my salary at your earliest convenience. I am available all week and can be reached on my cell phone at [(555) 123-4444] or by email at [name@gmail.com].  
  
Again, thank you so much for this great opportunity and I look forward to finalizing the negotiations in the near future.  
  
Sincerely,  
  
Name of Candidate Signature  
Name of Candidate Printed