

3 Offer Letter Negotiation Email Template

Initial Offer Email Template

Subject: Offer of Employment - [Job Title] at [Company Name]

Dear [Candidate Name],

We are thrilled to offer you the position of [Job Title] at [Company Name]! We were very impressed with you during the interview process and believe you would be a great addition to our team.

Here's a summary of the offer:

- **Job Title:** [Job Title]
- **Reporting To:** [Manager's Name and Title]
- **Start Date:** [Start Date]
- **Compensation:** [Salary] per [Year/Month/Pay Period]
- **Benefits:** [Briefly mention key benefits, e.g., health insurance, paid time off, retirement plan. Link to a detailed benefits document if possible.]
- **Location:** [Office Location/Remote]

A more detailed offer letter outlining the terms and conditions of your employment is attached to this email. Please review it carefully.

We are excited about the possibility of you joining [Company Name]. To formally accept this offer, please sign and return the attached offer letter by [Date].

In the meantime, if you have any questions, please don't hesitate to reach out. We're happy to chat!

Welcome aboard (hopefully!), and we look forward to hearing from you soon.

Best regards,

[Your Name] [Your Title] [Company Name] [Contact Information]

Counter Offer Response Template (Positive)

Subject: Thrilled to Accept Your Counter Offer! Welcome to the Team!

Dear [Candidate Name],

We're absolutely delighted to accept your counter offer! We're excited you're choosing to join [Company Name].

We've updated your offer letter to reflect the agreed-upon terms:

- **Salary:** [Revised Salary]
- **[Other Benefit 1]:** [Revised Benefit 1 Details, if applicable]
- **[Other Benefit 2]:** [Revised Benefit 2 Details, if applicable]

You can view the revised offer letter here: [Link to Revised Offer Letter]

Please review and sign the updated offer letter by [Date].

We're confident you'll be a fantastic addition to our team, and we can't wait to welcome you aboard on [Start Date]!

If you have any questions, please don't hesitate to reach out.

Welcome to [Company Name]! We're so glad to have you.

Best regards,

[Your Name] [Your Title] [Company Name]

Offer Extension Request Response Template

Subject: Regarding Your Offer from [Company Name] - Extension Request

Hi [Candidate Name],

Thanks for getting back to us so promptly! We understand you need a little more time to consider our offer for the [Job Title] position.

[Choose ONE of the following options, and delete the other:]

Option 1: Granting the Extension

Yes, we can grant you an extension. We're happy to give you until [New Deadline Date] to make your decision. Please let us know by then if you plan to accept or decline the offer.

Option 2: Limited Extension or Declining the Extension

While we'd love to give you all the time you need, we're working with a timeline for this role. We can offer a *limited* extension until [New Deadline Date - Shorter than originally requested], or unfortunately, we won't be able to extend the deadline. Please let us know your decision by then.

OR

Unfortunately, we're unable to extend the deadline for the offer. The original deadline of [Original Deadline Date] still applies.

[End of Options]

We're excited about the possibility of you joining [Company Name]! If you have any further questions in the meantime, please don't hesitate to ask.

Best regards,