**COUNTER OFFER LETTER**

June 25, 20XX

Pat Contino

Director of Sales, Page Industries

910 Verdant Lane

Sacramento, CA 94211

Dear Sir,

Thank you for extending me the position of sales representative. I am eager to become a part of your sales team and have the opportunity to work toward making a real contribution in this company. Armed with an array of qualifications, I am sure that I will be able to fulfill all required duties and obligations. Please know that I am ready to give my best efforts to this position.

As I stated in my application and in our interview, I am flexible in considering offers regarding the terms of my employment. I have evaluated your current offer, however, and feel that further negotiations are necessary. I propose that we take another look at the salary you offered me in order for you to better take into account my skills, education, and experience.

I am greatly interested in working for your company, as I believe this position will help me develop my current strengths and capabilities, as well as develop new ones. I look forward to developing a long-term relationship with your organization, but I require a salary that is in harmony with my credentials and sufficient to meet my personal needs. Let us get together and reconsider your offer. I am confident that we can reach a figure that is satisfactory to both of us.

Sincerely,  
  
XYZ