**COUNTER OFFER LETTER**

**[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,  
  
**[Candidate Signature]**