[Sender Name]

[Sender Address]

[Name of Recipient]

[Designation of Recipient]

[Company Name]

Date:

**Subject: Response Letter to Job Offer**

Dear Sir/Madam,

First of all, I would like to thank you for considering me for the job of [mention the job title or designation] at [mention Company name]. It was a great honor for me to have a sitting with enlightened and experienced people like you.

After considering about the job that you are offering to me, the only thing I am worried about is the salary that you are offering. It is quite lower than what I actually expected for such a key position in the company. Furthermore, my credentials and experience will attest to the fact that I have already been working as [mention job title] for past [mention number of years] years.

To be honest, I am interested in working for such a reputable company but I think that we need to discuss the salary further. If you think that there is an option for negotiation then please let me know so that I can call and set up an appointment with you.

Thanks again for the offer and I am sure that we will definitely reach an agreement.

Sincerely Yours,

[Sender Name]

[Sender Signature]

[Sender Contact Details]