Jay Callahan

100 Broadway Lane

New Parkland, CA, 91010

Cell: (555) 987-1234

example-email@example.com

Dear Mr. Wright,

I enjoyed meeting with you last week to discuss the available Staff Supervisor position at New Parkland Hospital. While I am certainly grateful for your job offer, and still firmly believe it will be an exciting opportunity for me, I would like to continue negotiations concerning the salary you suggested.

Your salary offer was certainly generous. However, I would like to counter for a salary of $47,000. I believe this is justified due to my extensive experience working within the medical field, including more than a decade in administrative positions. Additionally, I have continued to take occasional online courses to keep me updated on current technology and trends.

I have researched Staff Supervisor salaries extensively before making this counter offer to ensure that I was making a fair request. As I mentioned during our interview, I think this position offers a lot of exciting possibilities. Since I am a people person with proven leadership abilities, I believe I will make a valuable addition to your staff after working out this remaining detail.

I look forward to the opportunity to schedule another meeting with you at your convenience to further discuss my reasonable salary request. Thank you for your time.

Best Regards,

Jay Callahan