

Counter-Offer Response Templates

1. Salary Negotiation – Accepting With Minor Edits

Subject: Re: Offer for [Position]

Hi [Name],

Thank you for the updated offer. I'm excited about the opportunity and appreciate your flexibility. Before I fully accept, I'd like to clarify one point:

- [State the item you want to adjust, e.g., start date, sign-on bonus, remote days]

If we can finalise this detail, I'm ready to accept the offer and move forward.

Thank you again,
[Your Name]

2. Salary Negotiation – Requesting Higher Compensation

Subject: Re: Offer for [Position]

Hi [Name],

Thank you for the offer. I'm enthusiastic about joining the team. After reviewing the compensation package, I'd like to propose a base salary of **£[amount]**, which aligns with market rates and the responsibilities of the role.

If this adjustment is possible, I'd be happy to finalise the offer promptly.

Thank you for your time and consideration,
[Your Name]

3. Freelance/Client – Countering With Higher Rate

Subject: Re: Project Proposal

Hi [Client Name],

Thanks for sending the project details. I'd be happy to take this on. Based on the scope and timeline, my rate for this project would be **£[amount]**. This includes:

- [Deliverable A]
- [Deliverable B]
- [Timeline]

If this works for you, I can begin right away.

Best,

[Your Name]

4. Vendor/Partner – Negotiating Price Reduction

Hi [Name],

Thank you for the proposal. I'm interested in moving forward; however, the current pricing is higher than our budget for this initiative.

Could you offer a revised proposal closer to **£[desired range]**?

Alternatively, I'd be open to discussing adjustments to the scope to meet the original price.

Looking forward to your thoughts,

[Your Name]

5. Politely Rejecting a Counter-Offer

Subject: Re: Counter-Offer

Hi [Name],

Thank you for taking the time to put together the counter-offer. After careful consideration, I've decided not to proceed. While I appreciate your effort and interest, the terms don't fully align with my goals at this time.

Wishing you continued success,

[Your Name]

6. Counter-Offer – Requesting Additional Benefits Instead of Salary

Hi [Name],

Thank you for the offer. I'm very excited about the role. While the salary is workable, I'd like to request consideration for the following to help support my decision:

- [Extra PTO]
- [Professional development budget]
- [Flexible hours / Remote days]
- [Other benefit]

Please let me know if these adjustments are possible.

Best regards,
[Your Name]

7. Counter-Offer – Adjusting Workload or Scope

Hi [Name],

Thank you for the offer and for outlining the responsibilities. To ensure I can deliver high-quality results, I'd like to request a slight adjustment to the scope:

- [Change A]
- [Change B]

With these updates, I'd be fully comfortable moving forward.

Thank you,
[Your Name]

8. Quick & Simple Counter-Offer

Hi [Name],

Thanks for the offer. I'd like to move forward at **£[your counter amount]**.
Please let me know if this is workable.

Best,
[Your Name]