

Jason Burma
78 Geogrepool Street
Los Angeles, CA 90002
(909) 444-8888
yourname@email.com

July 10, 2019

Mr. Michael Hussey
Director of Human Resources
ABC Technologies
800 Park Avenue
Los Angeles, CA 90002

Dear Mr. Hussey,

Thank you for the offer of the Digital Marketing Executive position. I always wanted to be a part of ABC Technologies, and have been waiting for an opportunity to come my way. I would be happy to join the team and work in the marketing department. Thank you again for the opportunity.

While this is a job for me, but I'm afraid the salary currently offered is not where I want to be at this stage of my life. It would be ideal if the salary could be adjusted by 10 percent.

I would be happy to start employment on July 12, 2019, after a little adjustment in salary. Please let me know if any other additional information or paperwork is required.

Again, thank you for the opportunity.

Sincerely,

Jason Burma