

THE OFFER SCRIPT PACK

7 Copy-Paste Scripts to Negotiate Any Job Offer

You have 48 hours and a blank email.

Here are the exact words.

Includes: 7 fill-in-the-blank scripts • Decision cheat sheet • 12-minute video walkthrough

HOW TO USE THIS PACK

You Don't Need Negotiation Skills. You Need 7 Sentences.

This pack gives you the exact words to negotiate a job offer by email or over the phone.

How it works:

1. Go to the Decision Cheat Sheet (next page).
2. Find your situation.
3. Use the matching script. Fill in the blanks. Send it.

Three rules:

- **Never accept an offer on the spot.** Always ask for time.
- **Send your counter by email whenever possible.** It removes emotion and gives you control.
- **Silence after you send is normal.** Don't panic-follow-up for at least 48 hours.

What this is NOT: This is not a negotiation course. There's nothing to study. Just pick, fill, send. If you want to understand *why* each script works, watch the included 12-minute walkthrough video.

DECISION CHEAT SHEET

Pick your situation. Use that script.

You received an offer and want to counter on base salary	Script 1
They said "this is our best and final offer"	Script 2
Base salary is fixed but you want a signing bonus	Script 3
You want to negotiate remote / hybrid flexibility	Script 4
You need more time to decide	Script 5
You want to negotiate non-salary benefits (PTO, review timeline, equity)	Script 6
You're ready to accept after negotiating (close with goodwill)	Script 7

Tip: You can combine scripts. For example, use Script 1 first, and if they push back, pivot to Script 3.

SCRIPT 1: COUNTER-OFFER ON BASE SALARY

When to use: You received an offer. The salary is below what you want. You want to ask for more.

Subject line: Re: [Job Title] Offer â■■ Follow-Up

Hi [Recruiter / Hiring Manager Name],

Thank you so much for the offer to join [Company] as [Job Title]. I'm genuinely excited about the role and the team, and I can see myself contributing to [one specific thing you liked â■■ e.g., "the product expansion you mentioned" / "the team's goals for Q3"].

After reviewing the full package, I'd like to discuss the base salary. Based on my research into market rates for this role in [City / Region], and considering [pick 1â■■2: my X years of experience in Y / my track record of Z / the scope of responsibilities outlined], I was hoping we could move closer to **[\$YOUR TARGET NUMBER]**.

I'm flexible and open to discussing how we get there. This role is my top choice, and I'd love to make it work.

Looking forward to your thoughts.

[Your Name]

Notes:

â■ç Always name a **specific number**, not a range. A range gives them permission to pick the low end.

â■ç Target **10â■■15% above the offer**. If they offered \$75K, ask for \$82Kâ■■\$86K.

â■ç "I'm flexible" softens the ask without weakening it.

SCRIPT 2: WHEN THEY SAY "BEST AND FINAL"

When to use: They've told you the offer can't go higher on salary. You want to test that boundary without being aggressive.

Subject line: Re: [Job Title] Offer 📧 One More Question

Hi [Name],

I appreciate you being transparent about the salary structure. I respect that there are internal constraints, and I don't want to push past what's reasonable.

That said, if base salary is truly at its ceiling, could we explore one adjustment elsewhere to help close the gap? For example:

📧 A signing bonus of \$[AMOUNT]

📧 An earlier performance / salary review (e.g., at 6 months instead of 12)

📧 Additional PTO days

📧 [Other relevant item 📧 equity, professional development budget, etc.]

I'm committed to this role and want to find a way to make it work for both of us.

[Your Name]

Notes:

📧 "Best and final" is often a negotiation tactic, not a hard rule. But don't challenge it directly 📧 redirect to other levers.

📧 Asking for just **one** adjustment feels reasonable and is hard to refuse.

SCRIPT 3: ASKING FOR A SIGNING BONUS

When to use: Base salary is fixed (common at large companies with pay bands). You want to close the gap with a one-time bonus.

Subject line: Re: [Job Title] Offer â Quick Follow-Up

Hi [Name],

Thanks again for the updated details on the offer. I understand the base salary reflects the band for this level, and I respect that.

One thing that would help bridge the gap for me is a signing bonus. Given [pick 1 â2: the compensation I'm walking away from at my current role / the relocation costs involved / the ramp-up period before I'm bonus-eligible], a signing bonus of **[\$[AMOUNT]]** would make this transition much smoother.

Is that something the team can accommodate?

[Your Name]

Notes:

â Signing bonuses are often easier for companies to approve than salary increases because they're a **one-time cost**, not a recurring line item.

â If you're leaving unvested equity or a pending bonus, mention it. That's legitimate leverage.

SCRIPT 4: NEGOTIATING REMOTE / HYBRID FLEXIBILITY

When to use: The role is listed as on-site or hybrid, and you want more remote flexibility.

Subject line: Re: [Job Title] ■■■ Quick Question on Logistics

Hi [Name],

I wanted to follow up on one aspect of the role logistics. I'm very excited about the position and the team, and I'm confident I can deliver strong results.

For personal / logistical reasons, I'd like to discuss the possibility of [working remotely X days per week / starting fully remote for the first 3 months / a hybrid arrangement of X in-office, Y remote].

I've worked effectively in remote and hybrid setups before and am happy to discuss how we'd structure communication and accountability to make this work smoothly for the team.

Would this be something we could explore?

[Your Name]

Notes:

- ❌ Frame it around **their concern** (productivity, team communication), not just your preference.
- ❌ Offer a trial period (e.g., "for the first 90 days") to lower their perceived risk.

SCRIPT 5: BUYING MORE TIME

When to use: You need more time to evaluate the offer, wait for another offer, or simply think.

Subject line: Re: [Job Title] Offer â■■■ Thank You

Hi [Name],

Thank you so much for the offer â■■■ I'm genuinely excited about this opportunity, and I want to give it the thoughtful consideration it deserves.

Would it be possible to have until **[DAY, DATE]** to provide my final answer? I want to review the full package carefully and discuss it with my [family / financial advisor / partner] to make sure I'm making the right decision for the long term.

I'll absolutely have an answer for you by then.

[Your Name]

Notes:

â■ç Asking for **3â■■5 business days** is standard and almost never denied.

â■ç Never explain *why* you need more time in detail. "Thoughtful consideration" is enough.

â■ç If they pressure you for an immediate answer, that's a yellow flag about the company culture.

SCRIPT 6: NEGOTIATING NON-SALARY BENEFITS

When to use: You want to improve the overall package â PTO, equity, review timeline, professional development, etc.

Subject line: Re: [Job Title] Offer â A Couple of Items

Hi [Name],

I've reviewed the full offer and I'm excited to move forward. Before I formally accept, I'd like to discuss a couple of items that would round out the package for me:

â [Item 1 â e.g., PTO]: Would it be possible to adjust the PTO from [X] days to [Y] days? This is important to me for maintaining long-term performance and balance.

â [Item 2 â e.g., Review Timeline]: Could we set a formal salary / performance review at the 6-month mark, rather than waiting for the annual cycle? I'd welcome the opportunity to demonstrate my impact early.

I'm not looking for a major overhaul â just a small adjustment that would help me come in fully committed and focused from day one.

[Your Name]

Notes:

â Non-salary items are often easier to negotiate because they don't show up on the company's payroll budget in the same way.

â Limit yourself to **2 asks**. More than that feels like a wishlist.

SCRIPT 7: ACCEPTING AFTER NEGOTIATION

When to use: Negotiation is done. You're ready to say yes. This script ensures you start the job on a positive note.

Subject line: Re: [Job Title] ■■■ Formal Acceptance

Hi [Name],

Thank you for working through the details with me ■■■ I really appreciate the team's flexibility and transparency throughout this process.

I'm happy to formally accept the offer for **[Job Title]** at **[Company]** with the agreed terms of [briefly restate key terms ■■■ e.g., "\$X base salary, \$Y signing bonus, and Z days PTO"].

I'm excited to get started and contribute to [specific reference ■■■ e.g., "the roadmap you shared" / "the team's Q2 goals"]. Please let me know the next steps for onboarding, and I'll take care of everything on my end promptly.

Looking forward to it.

[Your Name]

Notes:

■❌ Always **restate the agreed terms** in writing. This protects you and avoids misunderstandings.

■❌ End on enthusiasm. The negotiation is over ■■■ now you're a teammate, not a counterparty.

3 THINGS THAT KILL NEGOTIATIONS

Avoid these â■■ they cost people thousands.

1. Giving a range instead of a number.

When you say "I'm looking for something between \$80K and \$90K," they hear "\$80K." Always name one specific number at the top of your range.

2. Apologizing for asking.

"I'm sorry to bring this up, but..." signals that you think you're doing something wrong. You're not. 73% of employers expect you to negotiate. Skip the apology.

3. Accepting on the spot.

Excitement isn't a reason to skip due diligence. Even if you love the offer, say "thank you â■■ I'd like to review the full package and come back to you by [date]." You can always say yes tomorrow. You can't un-accept today.

That's it. Seven scripts. One cheat sheet. Three rules.

The next time an offer lands in your inbox, you'll know exactly what to say.

For a walkthrough of how to deliver these scripts with the right tone and timing, watch the included 12-minute video.