

Salary Negotiation Script Pack

Practical, adaptable language for job offers, raises, counteroffers, employer pushback, and alternative compensation.

USE THIS PACK TO

Prepare for compensation conversations before they happen, communicate your request clearly, and stay professional when the conversation changes direction.

Quick Start

- 1 Choose the scenario closest to your conversation.
- 2 Complete the Negotiation Snapshot with your real details.
- 3 Replace the bracketed placeholders in the relevant script.
- 4 Practice the key points aloud - do not memorize every word.
- 5 Enter the conversation knowing your request and your alternatives.

FRAMEWORK, NOT A SPEECH

Use the scripts as starting points. Keep your delivery direct and collaborative, and adapt the language to your actual experience, priorities, and situation.

BEST FOR

Job offers, promotions, salary reviews

TYPICAL PREP

15-20 minutes for one scenario

FORMAT

Interactive PDF script pack

Your Negotiation Snapshot

Capture the facts you need before you personalize any script. Keep this page grounded in what you can support.

THE OPPORTUNITY

Company

Role / Proposed Title

Current Offer / Compensation

Current Compensation (if relevant)

YOUR REQUEST

Preferred salary / compensation request

Minimum acceptable outcome (optional)

WHY YOUR REQUEST IS REASONABLE

Write only what you can explain confidently and support if asked.

Relevant experience / qualifications

Results, responsibilities, or value you bring

Credible market or role considerations

MY TOP THREE NEGOTIATION PRIORITIES

1

2

3

AUTHENTICITY CHECK Do not invent market data, inflate achievements, or imply leverage you do not have. Strong negotiation starts with accurate positioning.

Offer Review & Response Scripts

Use these when an offer arrives and you need time, information, or a professional first response before negotiating.

1 Receiving an offer live

Thank you - I am very excited about the opportunity and I appreciate the offer. I would like to review the full package carefully so I can give you a thoughtful response. When would you like to hear back from me?

CUSTOMIZE [ROLE] | [COMPANY]

2 Asking for time to review

I am very interested in [ROLE] and appreciate the offer. Could I take until [DATE] to review the compensation, benefits, and details? I want to make sure I consider everything carefully before responding.

CUSTOMIZE [ROLE] | [DATE]

3 Acknowledging an offer by email

Thank you for sending the offer for [ROLE]. I am excited about the opportunity to join [COMPANY]. I have received the materials and will review the full package. I plan to follow up by [DATE].

CUSTOMIZE [ROLE] | [COMPANY] | [DATE]

4 Clarifying the full package

Before I respond, could you help me understand the full compensation package? I would like to confirm [BONUS / PTO / RETIREMENT / REMOTE EXPECTATIONS / OTHER] so I can evaluate the offer as a whole.

CUSTOMIZE Choose only the details you actually need.

5 Confirming the decision timeline

What timeline are you working with for a decision? I want to be respectful of your process while giving the offer appropriate consideration.

CUSTOMIZE Use this before assuming how much time you have.

Before you counter: make sure you understand the role, base salary, major benefits, variable compensation, and the employer's decision timeline.

Salary Counteroffer Scripts

Select the version that matches your situation. Support the request with role scope, relevant experience, results, or credible market context.

1 New job offer counteroffer

Thank you again for the offer. I am excited about [ROLE]. Based on the responsibilities, my [RELEVANT EXPERIENCE / QUALIFICATION], and [CREDIBLE SUPPORTING CONTEXT], I was hoping for a base salary closer to \$[TARGET]. Is there flexibility to move the offer in that direction?

CUSTOMIZE [ROLE] | [TARGET] | 1-2 real reasons

2 When the offer is below expectations

I am very interested in the opportunity. The current base salary of \$[OFFER] is below the range I was targeting for a role with [SCOPE / RESPONSIBILITY]. Based on [REASON], I would be more comfortable at \$[TARGET]. Is there room to revisit the base?

CUSTOMIZE [OFFER] | [TARGET] | [SCOPE]

3 Promotion compensation discussion

I am excited to take on [NEW RESPONSIBILITIES]. Because the role expands my scope to include [DETAILS], I would like to discuss compensation that reflects that change. Based on [RESULTS / ROLE CONTEXT], I would like to explore a salary of \$[TARGET].

CUSTOMIZE [NEW RESPONSIBILITIES] | [TARGET]

4 Salary review / raise request

Over the past [PERIOD], my responsibilities have grown to include [SCOPE], and I have contributed [RESULTS]. I would like to discuss adjusting my compensation to reflect the level of work I am performing. I had \$[TARGET] in mind. How does that align with the range for the role?

CUSTOMIZE [PERIOD] | [SCOPE] | [RESULTS] | [TARGET]

5 When asked what would make you accept

Based on the role and the full package, I would feel comfortable moving forward at a base salary around \$[TARGET]. If we can get closer to that number, I would be very enthusiastic about accepting.

CUSTOMIZE [TARGET] - use a number you can stand behind.

STRONGER POSITIONING

Tie the request to scope, experience, results, or credible market context - not simply "I feel like I deserve more."

Employer Pushback Responses I

Stay calm, acknowledge the constraint, and use the response to learn what is actually flexible.

1 "The salary is fixed."

I understand. If the base salary is fixed, could we look at other parts of the package - such as a signing bonus, additional PTO, flexibility, or an earlier compensation review?

GOAL Confirm whether the conversation can shift to other terms.

2 "This is the top of our range."

Thank you for clarifying. If this is the top of the base range, is there flexibility elsewhere in the package, such as [SIGNING BONUS / PTO / REVIEW TIMING / OTHER]?

GOAL Preserve the opportunity while exploring tradeoffs.

3 "We do not have additional budget."

I understand the budget constraint. Would it be possible to revisit compensation at [3 / 6 MONTHS] based on agreed performance goals? If so, I would like to understand the timing and criteria for that review.

GOAL Turn a vague future possibility into a specific discussion.

4 "This is already a competitive offer."

I appreciate that. My request is based on [ROLE SCOPE / EXPERIENCE / RESULTS / MARKET CONTEXT]. Is there any flexibility to narrow the gap, even if we cannot reach the full target?

GOAL Restate the basis once without becoming argumentative.

5 "We do not typically negotiate offers."

Understood. Before I make a final decision, could we review whether any non-base components of the package are flexible?

GOAL Determine whether "not typically" means nothing is negotiable.

Acknowledge first, then ask one clear follow-up question. Repeating the same request after a definitive answer rarely improves the conversation.

Employer Pushback Responses II

Use these for objections about experience, internal equity, approvals, timing, or pressure to decide quickly.

1 "You do not have enough experience for that salary."

I understand the concern. The reason I am asking is [TRANSFERABLE EXPERIENCE / RESULTS / SPECIALIZED SKILL]. If the base cannot move now, could we discuss a defined review after [PERIOD] tied to clear milestones?

GOAL Address the concern without overstating your background.

2 "We need to maintain internal equity."

That makes sense. I am not looking to disrupt internal equity. Could you share whether the role has a salary range and where the offer falls within it? If base is constrained, I would be interested in discussing other terms.

GOAL Understand the constraint before choosing an alternative.

3 "We can revisit compensation later."

I am open to that. Could we define when the review would occur, what performance criteria would be considered, and whether an adjustment could take effect at that point?

GOAL Make "later" specific enough to evaluate.

4 "I need approval from HR / leadership."

Of course. What information would be most helpful for you to take forward? I am happy to summarize the experience, responsibilities, or results behind my request.

GOAL Help your contact advocate for the request.

5 "What would it take for you to accept today?"

I am very interested, but I do not want to make a rushed decision. I would like to review the final package and respond by [DATE].

GOAL Protect your decision process without sounding disengaged.

6 "Is salary the only thing preventing you from accepting?"

Compensation is the main point I am working through. If we can reach \$[TARGET] or improve [ALTERNATIVE TERM], I would be comfortable moving forward.

GOAL Answer directly and identify the lever that matters.

WHEN TO STOP NEGOTIATING

Once the employer has clearly communicated its final position, decide whether the total opportunity works for you. Professional negotiation does not require restating the same request indefinitely.

Alternative Compensation Scripts

If base salary cannot move, prioritize the terms that would meaningfully improve the opportunity for you.

Signing Bonus

If base salary cannot move, would you be open to a one-time signing bonus of \$[AMOUNT] to help bridge the difference?

Additional PTO

Would there be flexibility to increase annual PTO from [CURRENT] to [REQUESTED] days?

Remote / Hybrid Flexibility

If salary is fixed, could we discuss a schedule of [X] remote days per week, assuming the role responsibilities can be met effectively?

Professional Development

Could the package include an annual professional-development budget of \$[AMOUNT] for [CERTIFICATION / COURSE / CONFERENCE]?

Title Adjustment

Given the scope of the position, would you be open to adjusting the title from [CURRENT TITLE] to [PROPOSED TITLE] so it more accurately reflects the responsibilities?

Earlier Compensation Review

Could we schedule a formal compensation review after [3 / 6 MONTHS], with agreed goals and eligibility for an adjustment if those goals are met?

OTHER TERMS

Start date, schedule, equipment, travel expectations, relocation support, or incentive structure may also matter depending on the role. Ask only for terms that are relevant to your situation.

If base salary cannot move, my priorities are:

☐ Signing bonus

☐ Additional PTO

☐ Remote / hybrid flexibility

☐ Professional development

☐ Title adjustment

☐ Earlier compensation review

Other

Written Follow-Up Scripts

Use these emails to confirm the conversation, follow up on an approval, accept professionally, or decline cleanly.

1. Post-negotiation recap

SUBJECT Follow-up on [ROLE] offer

Thank you for speaking with me today. I remain very interested in [ROLE]. As discussed, I asked whether the base salary could be adjusted to \$[TARGET] based on [BRIEF REASON]. You mentioned [NEXT STEP / ITEM TO REVIEW]. I appreciate your consideration and look forward to hearing from you.

2. Follow-up while waiting for approval

SUBJECT Checking in - [ROLE] offer

I wanted to follow up on our compensation discussion regarding [ROLE]. I know you were checking on [REQUEST / APPROVAL]. I remain very interested in the opportunity and would appreciate any update you can share on timing or next steps.

3. Accepting a revised offer

SUBJECT Acceptance - [ROLE]

Thank you for working with me on the offer. I am pleased to accept the revised terms for [ROLE], including [KEY REVISED TERM]. I appreciate the flexibility and am excited to join [COMPANY]. Please let me know the next steps or paperwork needed from me.

4. Accepting when compensation does not change

SUBJECT Acceptance - [ROLE]

Thank you for the conversation and for clarifying the final package. After reviewing the opportunity as a whole, I am happy to accept the offer for [ROLE] at [FINAL TERMS]. I am excited to join [COMPANY] and look forward to getting started.

5. Professionally declining the offer

SUBJECT Regarding the [ROLE] offer

Thank you again for the offer and for the time you and the team invested throughout the process. After careful consideration, I have decided not to accept the position. I appreciate the opportunity to learn more about [COMPANY] and wish the team continued success.

Before sending: confirm that names, role titles, numbers, dates, and revised terms match the final conversation. Written follow-up should reduce ambiguity, not create it.

Build Your Final Script

Turn the pieces you need into one concise conversation plan. Write the ideas you want to communicate - not a word-for-word performance.

My opening

My request

My supporting reasons

If they push back, I will say...

If salary cannot move, I will ask about...

My professional close

Before the conversation

- | | |
|--|--|
| ☐ I know exactly what I am requesting. | ☐ I am prepared for at least one form of employer pushback. |
| ☐ I can explain why without exaggerating my experience. | ☐ I know what information I still need before deciding. |
| ☐ I know which compensation elements matter most to me. | ☐ I will follow up in writing when appropriate. |
| ☐ I have practiced the main points aloud. | |

THE GOAL Communicate your value clearly, understand what is negotiable, and make an informed decision about the opportunity. The goal is not to "win" at any cost.