[Date]  
  
[Mr. /Ms. Full name]  
[Title]  
[Employer name]  
[Employer street address]  
[City, state zip code]  
  
Dear [Mr. /Ms. Name]:   
  
I want to thank you for offering me the position of computer specialist with your company. I am eager to get started and learn the responsibilities of the work projects. With the qualifications I have to offer, I am confident I will be able to make a meaningful contribution.

Overall, I am pleased with the conditions we have already discussed. However, I feel that further negotiations are needed regarding certain conditions of my employment. If we come to the negotiating table prepared to listen to each other's recommendations with open minds, I am confident that we can reach a mutual agreement in a short amount of time.

Once again, I want to thank you for offering me this position. I know that this will be a great career move for me, and I just want to make sure that I clearly understand the details of my responsibilities and duties before my employment begins. I believe that negotiating the conditions of my employment now will make my transition smoother into your company. I look forward to meeting with you in person soon, so that we may initiate this process without delay.  
  
Sincerely,   
  
  
[Your name]