



## Compensation Negotiation Email Templates

***Based on the “Critical Control Points” NLE TV Episode by Greg Doersching***

***WHEN CLIENT INVITES A CANDIDATE IN FOR A FINAL PERSONAL INTERVIEW, we outline salary expectations to both parties in writing and get them to sign-off on expectations.***

### Email to the Candidate:

(Candidate name),

I want to just confirm everything we talked about earlier today. I am going to schedule your personal interview with (client) for (time/date). Also, I wanted to make sure I had a very clear understanding as to all of the things we discussed concerning compensation so I am outlining what I heard below. Please review this and email me back that my information is correct. As soon as I get that email back from you I will schedule the interview with (client).

Thanks!

### Current Compensation

Base: 72, 000

Bonus: 15% (Due April '06)

Vacation: 3 weeks

Benefits: Standard

### Expected Compensation

Base: 81,000 – 83,000

Bonus: 20% as per plan

Vacation: 2 weeks remainder of this year & 3 weeks as of 1/1/2010.

Benefits: As per plan

Relocation: Only issue is that you own a 30' sailboat and there will be some cost in moving this.

### Email to the Client:

Polly,

I wanted to let you know the (candidate) is all set for his interview on the (date) but I wanted to take a minute here to go over something with you one last time before we spend the money and time necessary to bring him in. (Candidate) and I have had numerous conversations regarding his salary expectations and I wanted to make sure you had clear information regarding this, so here are his expectations:



**Current Compensation**

Base: 72, 000

Bonus: 15%

Vacation: 3 weeks

Benefits: Standard

**Expected Compensation**

Base: 83,000 or more.

Bonus: 20% as per plan

Vacation: 2 weeks remainder of this year & 3 weeks as of 1/1/2010.

Benefits: As per plan

Relocation: Only issue is that he owns a 30' sailboat and there will be some cost in moving this.

**As long as you are confident that we can work within these parameters and/or come to an acceptable compromise, I see no reason to not proceed with the interview. If you have any serious issues please call me to discuss.**

***When it comes time to present an offer make sure the company presents the offer to you and you present it to the candidate. If you have done your work ahead of time there should be no reason to "stress" an offer - they should be all right on target.***