

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

Following our recent discussion regarding your career opportunities, we would like to formally express how much we value your contributions to [Company Name]. We are fully committed to your professional growth and would like to extend the following counter offer to retain you as a key member of our team.

Salary Adjustment:

Your annual base salary will be increased to \$[New Salary Amount], effective [Effective Date].

Retention Bonus (If Applicable):

We are pleased to offer a one-time retention bonus of \$[Amount], payable on [Date], provided you remain in active employment with the company through [Date].

Additional Adjustments:

[List any changes to title, remote work flexibility, or benefits here].

We believe that your expertise is vital to the success of our upcoming projects, specifically [Project Name]. We are excited about your future here and look forward to achieving our goals together.

Please indicate your acceptance of this offer by signing below and returning this letter by [Deadline Date].

Sincerely,

[Manager Name]

[Title]

Acceptance:

I, [Employee Name], accept the terms of this salary adjustment and retention offer.

Signature: _____ Date: _____