

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

Subject: Acceptance of Revised Severance Agreement - [Your Employee ID/Name]

Dear [Recipient Name],

I am writing to formally accept the revised severance package terms as outlined in the updated agreement sent to me on [Date].

I appreciate the company's willingness to adjust the terms, specifically regarding [mention the main counteroffer point, e.g., the additional weeks of pay/extended benefits].

Attached to this letter, you will find the signed copies of the final severance agreement and any required release forms. I have also completed the necessary steps to return all company property as of [Date].

Please confirm receipt of these documents and provide information regarding the expected timeline for the distribution of the final payment.

Thank you for your professionalism throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]