

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Subject: Response to Counteroffer Regarding Severance Package

Dear [Recipient Name],

I am writing to formally respond to your counteroffer dated [Date of Counteroffer] regarding my severance agreement.

After careful consideration of the terms presented, I am unable to accept the proposed adjustments. The counteroffer does not adequately meet the requirements we discussed, and as a result, I am rejecting the proposal in its entirety.

At this stage, I am maintaining my original request as outlined in my letter dated [Date of Original Request]. I believe those terms more accurately reflect my tenure and contributions to [Company Name].

I remain open to further discussion if the company is willing to reconsider my initial proposal. Otherwise, I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]