

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

[Date]

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

RE: Response to Counteroffer regarding Severance Agreement for [Your Name]

Dear [Recipient Name],

Thank you for your response dated [Date of Employer's Counteroffer] regarding my request for an adjustment to the initial severance package. I appreciate the company's willingness to engage in these negotiations.

I acknowledge your offer to increase the severance payment to [Amount offered by employer] and the extension of [Specific Benefit, e.g., health insurance] for [Number] months. While this is a step in the right direction, it does not fully address the concerns I raised in my previous correspondence regarding [Briefly mention reason, e.g., length of service or industry non-compete restrictions].

In the interest of reaching a final and amicable resolution, I am prepared to offer a compromise. I will accept the following revised terms:

- A total severance payment of [Your New Compromise Amount], payable in [Lump sum/Installments].
- Continuation of [Benefit Name] until [Specific Date].
- [Optional: Outplacement services or modified reference agreement].

If the company can agree to these adjusted terms, I am prepared to sign the severance agreement and release of claims immediately. I believe this proposal represents a fair middle ground for both parties.

Please let me know if these terms are acceptable by [Date]. I look forward to finalizing this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]