

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

[Date]

[Name of Contact Person]
[Title]
[Company Name]
[Company Address]

Subject: Best and Final Counteroffer Regarding Severance Package - [Your Name]

Dear [Name of Contact Person],

Thank you for the recent conversation regarding my separation from [Company Name] and the initial severance proposal provided on [Date].

I appreciate the company's offer; however, based on my [Number] years of service, my contributions to [Specific Project or Department], and the current market conditions, I would like to propose a final adjustment to the terms to reach a mutually agreeable conclusion.

This is my best and final counteroffer. I am prepared to sign the separation agreement and release of claims immediately if the following terms are met:

- **Severance Pay:** An increase from [Current Offer] to [Desired Amount] weeks/months of base salary.
- **Health Benefits:** Extension of company-paid COBRA premiums for a period of [Number] months.
- **Outplacement Services:** Provision of [Number] months of executive outplacement coaching.
- **Unused PTO:** Full payout of all accrued but unused vacation and sick time.
- **Reference:** A neutral letter of reference confirming my dates of employment and title.

I believe these terms are fair and reflective of my commitment to the company during my tenure. If these adjustments are accepted, I will return the signed agreement by [Date].

I look forward to your positive response so that we may finalize this matter.

Sincerely,

[Your Signature]

[Your Printed Name]