

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

[Date]

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

Subject: Response to Severance Package Counteroffer - [Your Full Name]

Dear [Recipient Name],

Thank you for the opportunity to discuss the severance agreement provided on [Date]. I appreciate the company's willingness to review my initial request regarding the extension of my health benefits.

I am writing to formally accept the revised offer of [Number] months of employer-paid COBRA premiums/health insurance coverage. This extension provides significant peace of mind during my career transition.

Based on our discussion, I understand the final severance package now includes:

- [Number] weeks/months of base salary pay.
- Full payment of health insurance premiums through [Date].
- [Other agreed upon terms, e.g., outplacement services].

Please send the updated formal agreement reflecting these changes. I will review and return the signed document promptly once received.

Thank you for your professionalism and for reaching a mutually beneficial resolution.

Sincerely,

[Your Signature]

[Your Printed Name]