

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

[Date]

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

RE: Response to Severance Counteroffer and Termination Date Modification

Dear [Recipient Name],

I am writing in response to our recent discussion regarding the termination of my employment and the severance package offered by [Company Name].

As we discussed, I am requesting a modification to my formal termination date. I propose that my final date of employment be changed from [Original Date] to [Requested New Date]. This adjustment would allow for [Reason, e.g., a smoother transition of my current projects / the vesting of specific benefits].

Regarding the severance offer dated [Date of Offer], I would like to propose a counteroffer. While I appreciate the initial offer of [Original Amount/Weeks], I am requesting [Requested Amount/Weeks] of severance pay. This request is based on [Reason, e.g., my years of service, my contributions to the "X" project, or industry standards].

In addition to the revised severance amount, I am also requesting the following modifications to the agreement:

- [Item 1, e.g., Extension of health insurance coverage for X months]
- [Item 2, e.g., Outplacement services assistance]
- [Item 3, e.g., Payment for all accrued but unused vacation time]

I believe these requests are fair and reflect my commitment to the company during my tenure. I am willing to sign a full release of claims in exchange for these updated terms.

Thank you for your time and for considering this proposal. I look forward to hearing from you by [Date] so we can finalize this agreement.

Sincerely,

[Your Signature]

[Your Printed Name]