

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Response to Severance Counteroffer

Dear [Employee Name],

We have received and reviewed your counteroffer regarding the severance package dated [Date of original offer]. After careful consideration of your request for additional compensation and benefits, we must inform you that we are unable to accept your proposed terms.

The severance package previously offered was calculated based on established company policy and standard practices applied to all employees at your level. Our current policy does not allow for deviations or discretionary increases beyond the structured formula provided in your initial separation agreement.

Please be advised that the original offer remains valid until [Expiration Date]. To accept the original terms, please sign and return the agreement by that date. If we do not receive the signed document by the deadline, the offer will expire.

If you have any questions regarding the existing terms or the logistics of the transition, please contact [Contact Name] in Human Resources.

Sincerely,

[Your Name]

[Your Title]

[Company Name]