

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

[Date]

[HR Representative Name or Manager Name]
[Company Name]
[Company Address]

RE: Request for Extension to Review Severance Agreement - [Your Name]

Dear [Recipient Name],

I am writing in reference to the severance agreement and counteroffer proposal provided to me on [Date].

I am currently in the process of reviewing the terms and conditions outlined in the document. To ensure that I can provide a thoughtful and informed response, I am requesting an extension of the current deadline from [Current Deadline Date] to [Requested New Date].

This additional time will allow me to complete my due diligence and, if necessary, consult with my legal or financial advisors regarding the proposed adjustments.

Please let me know if this extension is acceptable. I look forward to your confirmation.

Sincerely,

[Your Signature]

[Your Printed Name]