

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

[Date]

[Contact Name]  
[Contact Title]  
[Company Name]  
[Company Address]

Subject: Response to Severance Agreement - [Your Name]

Dear [Contact Name],

Thank you for the opportunity to review the severance package offered in connection with my departure from [Company Name]. I appreciate the benefits provided thus far.

After reviewing the terms, I would like to propose an amendment regarding professional transition support. While the current package includes [mention current outplacement terms, if any], I am requesting the inclusion of [Number] months of comprehensive outplacement services through a provider such as [Preferred Provider Name, optional].

Given my [Number] years of service and my commitment to the company, I believe this support is essential for my transition back into the workforce. In exchange for the inclusion of these services, I am prepared to sign the separation agreement immediately.

I am open to discussing this request further and hope we can reach a mutually beneficial agreement. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]