

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

[Date]

[Name of Contact Person]  
[Title]  
[Company Name]  
[Company Address]

Re: Response to Severance Agreement Proposal

Dear [Name of Contact Person],

Thank you for the initial severance proposal dated [Date of original offer]. I appreciate the opportunity to discuss a mutual agreement regarding my departure from [Company Name].

After reviewing the terms, I would like to propose the following adjustments to reach a final agreement:

- 1. Severance Pay:** Instead of the proposed [Original Amount], I request a payment of [Requested Amount], which reflects my [Number] years of service and contributions to the team.
- 2. Health Insurance:** I request that the company continue to pay the employer portion of my health insurance premiums (COBRA) for a period of [Number] months.
- 3. Outplacement Services:** I request that the company provide [Number] months of professional outplacement assistance to aid in my career transition.
- 4. Unused Leave:** I request full payout for all accrued but unused [Vacation/PTO] days, totaling [Number] hours/days.
- 5. References:** I request a formal letter of recommendation and a mutual non-disparagement clause to ensure a positive professional transition for both parties.

I am eager to resolve this matter amicably and efficiently. Please let me know if these terms are acceptable or if you would like to discuss them further. I look forward to hearing from you by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]