

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

[Date]

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

Re: Counteroffer to Severance Agreement - [Your Name]

Dear [Recipient Name],

Thank you for providing the initial severance agreement dated [Date]. I appreciate the offer; however, after reviewing the terms regarding my equity compensation, I would like to propose an amendment before signing.

As of my final date of employment, I have [Number] of unvested [Options/RSUs] that are scheduled to vest on [Date]. Given my contributions to [Specific Project or Company Growth] during my tenure, I am requesting that the company consider the following adjustment to my equity treatment:

- **Accelerated Vesting:** I request the immediate vesting of [Number] shares that would have vested within the next [Number] months.
- **Extension of Exercise Period:** I request an extension of the Post-Termination Exercise Period (PTEP) from [Current Number] days to [New Number] months/years to allow sufficient time to manage these assets.

I believe this request is fair considering the timing of my departure and my commitment to ensuring a smooth transition of my responsibilities. If the company is willing to adjust the equity vesting schedule as proposed, I am prepared to sign the separation agreement and the associated release of claims immediately.

I am open to discussing this further and look forward to your response by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]