

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

[Date]

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

RE: FINAL COUNTER-OFFER AND FORMAL GRIEVANCE REGARDING HOSTILE WORK ENVIRONMENT

Dear [Recipient Name],

I am writing in response to the offer dated [Date of Offer] regarding [Subject of Offer, e.g., my severance package / salary adjustment / contract renewal]. Please accept this letter as my final counter-offer.

After careful consideration of the current terms, I am proposing the following final requirements for resolution:

- [Requirement 1, e.g., A total severance payment of X months]
- [Requirement 2, e.g., Immediate vesting of remaining stock options]
- [Requirement 3, e.g., Mutual non-disparagement agreement]

This counter-offer is made in the context of my ongoing concerns regarding the hostile work environment I have been subjected to. Specifically, I have documented instances of [briefly list issues, e.g., discriminatory behavior, harassment, or retaliation] perpetrated by [Name/Department] on [Dates/Timeframe].

These conditions have created an untenable professional atmosphere that violates [Company Policy/Employment Law]. I believe that the terms outlined in this final counter-offer represent a fair and necessary resolution to avoid further escalation or formal legal proceedings regarding these grievances.

Please provide a written response confirming your acceptance of these terms by [Deadline Date/Time]. If we are unable to reach an agreement by this time, I will be forced to pursue all available legal remedies to protect my rights and address the hostile environment I have endured.

I look forward to resolving this matter amicably and promptly.

Sincerely,

[Signature]

[Your Printed Name]