

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

[Date]

[Hiring Manager Name]  
[Company Name]  
[Company Address]

Subject: Counter Offer for [Job Title] - [Your Name]

Dear [Hiring Manager Name],

Thank you for offering me the position of [Job Title]. I am very excited about the opportunity to join [Company Name] and contribute to the [Department Name] team.

After reviewing the initial offer, I would like to discuss the benefits package. While the base salary is acceptable, I am looking for a package that more closely aligns with my current requirements and professional experience. I would like to propose the following adjustments to the benefits:

- **Vacation/Paid Time Off:** An increase from [Offered Amount] to [Requested Amount] days per year.
- **Remote Work:** The flexibility to work from home [Number] days per week.
- **Signing Bonus:** A one-time signing bonus of \$[Amount] to assist with the transition.
- **Professional Development:** An annual budget of \$[Amount] for certifications and industry conferences.
- **Retirement Matching:** An increase in the employer matching contribution to [Percentage]%.

I am very interested in this role and am confident that my skills in [Key Skill 1] and [Key Skill 2] will bring significant value to the company. If we can reach an agreement on these benefits, I am prepared to accept the offer immediately.

Thank you for your time and consideration. I look forward to hearing your thoughts.

Sincerely,

[Your Name]