

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Job Title]

Dear [Employee Name],

Following our recent discussion regarding your resignation, I would like to formally express how much we value your contributions to [Company Name]. Your work on [Specific Project or Achievement] has been vital to our success, and we are committed to providing a path that aligns with your long-term career goals here.

To demonstrate our commitment to your future with us, we would like to propose the following counter offer to address your professional and personal requirements:

- **Compensation:** An increase in your annual base salary to \$[New Amount], effective [Date].
- **Role & Responsibility:** A promotion/title change to [New Job Title], involving [Brief Description of New Strategic Duties].
- **Professional Development:** A dedicated budget of \$[Amount] for [Specific Certification/Training] and assignment of [Name] as your senior mentor.
- **Flexibility:** Implementation of a [Remote/Hybrid] work schedule consisting of [Number] days per week working from home.
- **Retention Bonus:** A one-time loyalty bonus of \$[Amount], payable on [Date], subject to continued employment.

We believe these adjustments reflect the high regard in which you are held and address the factors that led you to consider other opportunities. We are excited about the strategic impact you will continue to have on our team.

Please review this proposal and let us know your decision by [Date/Time]. We are open to further discussing how we can make [Company Name] the best place for your continued professional growth.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acceptance:

I, [Employee Name], accept the terms of this counter offer and withdraw my resignation.

Signature: _____ Date: _____