

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

[Date]

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

Subject: Counter Offer Regarding Performance Bonus for [Job Title]

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 team.

I am reviewing the details of the offer, and I would like to discuss the performance bonus structure. Based on my previous experience and the specific goals we discussed for this role, I would like to propose that the bonus for the first year be a guaranteed minimum of [Dollar Amount or Percentage].

I am confident in my ability to meet and exceed the performance targets. However, as I will be transitioning into a new environment during this first year, a guaranteed bonus would provide the necessary security for me to fully commit to the long-term objectives of the company.

After the initial year, I am happy to transition to the standard performance-based bonus structure as outlined in the original offer.

I am very interested in this role and look forward to hearing your thoughts on this proposal. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]