

COUNTER OFFER LETTER

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

____, 20____

____ [Employee Name]
____ [Employee Address]
____, ____, ____ [City, State, Zip]

Dear _____ [Company Representative Name],

Thank you for extending me an offer for the position of _____ [Job Title] at _____ [Company Name]. I am excited about the opportunity to join your team and contribute to the growth and success of the organization.

After careful consideration and evaluation of the offer, I would like to propose some changes to the terms outlined in the original offer. Specifically, I would like to counter the:

☐ Job title. I suggest the title of _____ [Proposed Job Title], which more accurately reflects the responsibilities and duties of the role. I believe that this title will better represent my contributions to the company and will be an asset in building my career.

☐ Salary. I believe that my experience and qualifications warrant a higher salary of _____ [Proposed Salary]. Based on my research of similar positions in the industry and my level of experience, I believe that this salary is more appropriate for my skills and will help to ensure my long-term commitment to the company.

☐ Benefits package. I would like to request that _____ [Proposed Benefits] be added to the package. These benefits are important to me and will help me better focus on my work and contribute more effectively to the team.

I understand that these changes may be beyond the scope of the original offer, and I want to assure you that I am open to further negotiations to reach a mutually beneficial agreement. I remain committed to joining your team and contributing to the success of the company.

Thank you again for the opportunity, and I look forward to your response.

Sincerely,

____ [Employee Name]

