

Counter-Offer Letter

Company Name
Company Address
City, State, Zip Code
Date

Employee Name
Employee Address
City, State, Zip Code

Dear [Employee Name],

Thank you for your letter regarding your resignation dated [date of resignation letter]. We value your contributions to the organization and would like to discuss a counter-offer to retain your talent within our team.

After careful consideration of your request, we would like to propose the following adjustments to your current employment terms:

- Salary Increase: [New proposed salary]
- Additional Benefits: [Details of new benefits]
- Flexible Work Arrangements: [Proposed arrangements]

We believe these changes can make a significant positive impact on your role and job satisfaction. We sincerely hope you will reconsider your decision to leave.

Please let us know a convenient time for you to discuss this counter-offer further. We look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Company Name]