

# Counteroffer for Additional Vacation Days

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I would like to thank you for the offer of [Number of Vacation Days] vacation days as part of my employment package. After giving it considerable thought, I would like to present a counteroffer for additional vacation days.

Given [mention any relevant reasons, e.g., workload, industry standards, etc.], I believe that an increase to [desired number of vacation days] would better align with my contributions to the team and help maintain a healthy work-life balance.

I appreciate your understanding and consideration of my request. I am looking forward to discussing this further and hopefully reaching a mutually beneficial agreement.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]