**LETTER TEMPLATE  
COUNTER OFFER LETTER**

**[Date]**  
**[John Smith]  
[ABC Company]  
[Address]**Subject line: **[Your name]** – **[Job offer]**  
Dear **[Contact’s name]**,

Thank you for speaking with me on **[date of the job offer]**. I am excited about the job offer and the opportunity to work as **[job position]** for **[company name]**.

After reviewing the proposed compensation package of **[compensation package]**, I would like to counter with the following:

* **[#1 request]**
* **[#2 request]**
* **[#3 request]**

I arrived at this package based on **[research]** and my **[number of years]** of experience in the field. Let me know if this is acceptable.

I appreciate the time you’ve taken thus far to meet with me. **[company name]** sounds like a great fit, and I am excited about the prospect of working there. I would be happy to meet in person to further discuss the compensation package.

Sincerely,  
  
**[Your name]**