

Counter Offer Letter For Promotion

John Doe

Senior Analyst

XYZ Corporation

123 Business Ave

Metropolis, NY 10001

October 1, 2024

Susan Lee

Director of Human Resources

XYZ Corporation

123 Business Ave

Metropolis, NY 10001

Dear Ms. Lee,

I am grateful for the offer of promotion to the position of Project Manager at XYZ Corporation, as discussed in our meeting on September 25, 2024. This new role presents exciting challenges and opportunities for growth that I am eager to embrace. I am truly appreciative of the confidence you and the company have shown in my abilities.

While I am enthusiastic about stepping into this role and contributing to the company in more significant ways, I would like to discuss further the terms of the promotion to ensure it aligns with the mutual expectations and responsibilities involved. Specifically, I have a few considerations regarding the compensation package and the scope of the role.

- **Salary:** The initial offer of \$85,000 is indeed generous; however, considering the responsibilities associated with the Project Manager position and the typical market rate for similar roles within our industry, I would like to propose a salary of \$95,000. I believe this adjustment reflects the value and expertise I will bring to this position.
- **Benefits:** In addition to the base salary, I would like to discuss potential adjustments in my benefits package, particularly regarding bonus potential and stock options.
- **Support and Resources:** To effectively meet the demands of the Project Manager role, I would appreciate further clarification on the resources that will be available to me, including access to a dedicated team and a project budget.

I am hopeful that we can come to a mutually agreeable conclusion that recognizes the scope of the new role and my dedication to XYZ Corporation. I am committed to not only continuing but also expanding my contributions to our success.

Please let me know a convenient time for us to discuss this further. I am looking forward to our conversation and am excited about the possibility of continuing to grow my career with XYZ Corporation.

Thank you again for this incredible opportunity.

Warm regards,

John Doe

Senior Analyst

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