

Counter Offer Letter to Retain Employee

XYZ Corporation

October 1, 2024

John Doe

1234 Maple Street

Anytown, ST 12345

Dear John,

We are delighted to hear about the offer you have received from ABC Tech, and it's a testament to the value and skills you bring to the industry. However, we want to express how much we value your contributions to our team and how keen we are to continue our journey together.

After careful consideration, we are pleased to present you with a counter-offer that we believe reflects your importance to our organization and aligns with your professional aspirations. Here are the details of our offer:

- **Salary and Compensation:** We are prepared to increase your current salary from \$80,000 to \$95,000, effective immediately upon your acceptance. Additionally, we will offer a 10% bonus based on performance targets to be agreed upon.
- **Professional Development:** To support your career growth, we will provide an annual allowance of \$3,000 for professional training and certifications that interest you.
- **Flexibility and Benefits:** We are also offering enhanced flexibility in work arrangements, including the option for remote work two days a week and a

revised benefits package that includes improved health care coverage and increased vacation time from 15 days to 20 days annually.

We truly believe that your talents and dedication are vital to our team's success and our company's future. We hope that this revised offer demonstrates our commitment to your career and our desire for you to remain an integral part of our team.

Please take the necessary time to review this counter-proposal. We are more than willing to discuss any further adjustments or concerns you might have. We are looking forward to your decision and hope to continue seeing you thrive with us.

Thank you for your hard work and dedication. We hope you will consider this offer as a testament to how much we value your presence in our company.

Warm regards,

Jane Smith

Human Resources Director

XYZ Corporation

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