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## Sample severance counter offer letter

**How to write a severance package counter offer letter. Counter offer severance package negotiation example letter. Sample severance package counter offer letter. How to counter offer offer letter. Writing a counter offer for severance pay. Severance pay sample severance package counter offer letter. Severance package counter offer letter example.**

you soon-to-be former employer has just provided you with a severance package. After reviewing it, you might be happy that you are about to receive money, but you have questions: What is a severance package? How much is a typical severance package? How do I negotiate my severance package? Should I hire a severance negotiation attorney? This comprehensive how-to guide will take you in detail through the different parts of your severance package so that you will better understand the agreement you are considering signing. 1 Remain professional. Whether you are informed days, weeks, or months before you are let go from your job, or if you are completely unaware until the day you are actually terminated, it is important that you remain professional. Remaining professional can help ensure you can use your employer as a reference in the future.[1] If you have a formal exit interview, you may have the opportunity to politely voice grievances. If you remain in the same career field, you could end up working with or even being interviewed by former co-workers. If you fail to remain professional upon termination, you may leave a bad impression with former co-workers, damaging your reputation or even disqualifying yourself from future job opportunities. 2 Find out why you are being terminated. Whether you are given a lot of notice prior to your termination or it happens suddenly, this could be a great opportunity to find out how you can be a better employee. The meeting that occurs upon your termination should include some justification of why you are being let go.

Dear Sir/Madam,

Re: Account Number

I appreciate that your company is willing to negotiate with me to settle my debt. This letter is to make a counter offer in response to the amount your customer service representative has asked me to pay in order to repay the debt in full. The amount that I wish to offer in payment of my debt is \$ .

Unfortunately, I do not presently have enough money to pay all my creditors. I can only settle my debts with those creditors who are willing to meet my terms. I have been able to negotiate successfully with several of creditors, and I doubt that I'll have sufficient funds remaining at the end of this month to repay everyone.

When I settle this debt, I'd like to request that you help me remove any negative listings on this account from my credit file. I am willing to offer you more money if you will report my account status as &quot;Paid in full&quot;, to the credit bureaus.

If you find these terms agreeable, please sign the attached agreement letter and return a copy to me. Upon receipt of this signed acknowledged agreement, I will send you a money order in the amount stated above.

Sincerely,

Your Signature

&lt;br style=&quot;clear: both;&quot;>

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Pay attention to this to find ways to improve in future jobs.[2] If you are being laid off and are not given reasoning beyond that, you might ask why you were chosen over those who are not being laid off and/or ask for some feedback about your job performance in spite of the cutbacks. Advertisement 3 Understand the seriousness of grief. Grief should be regarded as a kind of injury that requires time to heal just like a physical injury. Although grief is typically associated with the loss of a loved one, for instance, the loss of a job can be just as difficult or more so. Whether you are aware of your impending termination for a period of time before it happens or taken by surprise, you will likely experience some grief from the loss of your job.[3] Deal with your grief effectively by joining a support group, admitting the loss of your job and your emotions to others, and keeping a positive attitude and sense of humor. Advertisement 1 Clarify your severance pay. Every severance package is different, but almost all contain some kind of severance pay. Some severance packages may pay a terminated employee a lump sum, for instance, whereas others may pay out a sum over time in several payments.

### Team Center Offer

In today's competitive market, it may be more likely than not to receive a counter-offer. While counter-offers may be tempting and even favorable, there can be pitfalls that you need to be aware of. Ask yourself the questions below:

- Will your loyalty always be in question?
- If there are future cutbacks, will you be the first to go because of concerns about your loyalty?
- If you accept the counter-offer for most money, are you just giving your responsibilities to the person who is leaving and taking the blame and the heat?
- Will your career track remain flexible if you accept it?
- Will your responsibilities be expanded to include the responsibilities of the person who is leaving?
- Will you have to report to a person you don't respect?
- Will you receive more pay for the same or better job?
- Will the counter-offer play a major role in a short-term inconvenience by your employees?
- What are your realistic chances for promotion now that you have considered leaving?

### Counter Offer Statistics

According to a recent survey of employees that accept counter-offers, 50.30 percent voluntarily leave their employer within six months of accepting the counter-offer because of promises not to be met, 20.30 percent of the balance of employees that accept counter-offers immediately leave, but seven percent employees leave twelve months of accepting the counter-offer (estimated, Field Research, Inc.).

As attractive as counter-offers may appear, they greatly decrease chances of achieving top career potential.

Make sure you understand how your severance pay will be distributed to you.<sup>[4]</sup> Find out if your severance pay includes any unused paid time off, such as paid vacation or sick days or holidays—some severances may take these into consideration, and if not, it can't hurt to ask. Find out whether the agreement asks you to waive any claim for unemployment compensation benefits. 2 Clarify the availability of insurance benefits.

## Resign Counter Offer Letter

From,

(Sender's Name)

(Sender's Address)

(Contact Details)

Date: dd/mm/yyyy

To,

(Receiver's Name)

(Receiver's Address)

Subject:

Dear (Name of your employer),

I received your email, and it was shocking to see what I read. It felt heart-breaking to see that you had asked me to resign from my position as soon as possible. Though I understand that the company matters have not been going perfectly in the past few days, I assure you that the situation is short-lived. I have always given my 100% to the company and worked selflessly. My team and I work hard to make things work out and save the company from further losses.

This place is my second home, and I would not want to leave it at any cost. It is a request to consider my work record and let me continue my job to resolve the matters. Kindly give your decision a second thought as I never imagined leaving this organization and seeking another in mind.

I shall be waiting to hear back from you.

Yours faithfully,

(Your Name)

When you are terminated from a job and offered a severance package, there may be insurance benefits available to you in addition to any severance pay. Insurance benefits received as part of a severance package may include group life insurance, health insurance, dental insurance, or vision insurance.[5] These items may not be included in a severance package (although they sometimes are), but again, it can't hurt to ask. If no insurance benefits are offered to you as part of your severance package, at the very least you may continue your coverage for up to 18 months at your own expense through the Consolidated Omnibus Budget Reconciliation Act (COBRA), provided the company from which you are being let go has at least 20 employees.[6] Insurance under COBRA is priced at the full cost the employer paid, to be paid by former employee. This can be very expensive. If you decide not to continue your employer-based coverage through COBRA, you can enroll in a plan through the federal Marketplace via a special enrollment period.

[7] [3] Review the details of the agreement. Your severance agreement may contain other details that you need to be aware of, such as what information you can or cannot share with another employer. These kinds of details may be the difference between whether you want to agree to the terms of the severance package or not. Review the agreement in as much detail as you can before accepting to make sure you are comfortable with the terms[8] It might be worth seeking the advice of an employment lawyer to help you review the details of the agreement.[9] Advertisement 1 Be prepared for termination. Because you may be taken aback by your termination—even if you think it may be coming—it is a good idea to have a plan for negotiating your severance in advance. This will help you execute the smart decisions that need to be made during a time when you may be a little distracted by your emotions.[10] If you do not already have a lawyer, find one that can help you with negotiating your severance. An employment lawyer, in particular, will know all the legal aspects of the agreement and can advise you on how best to negotiate it. Some employers also have lawyers who can help them enforce their agreements, so having a lawyer on your side could be helpful.

[11] In many states, non-compete clauses have been rendered unenforceable by public policy. For one thing, the agreement you are required to sign may include a non-compete clause, which may bar you from employment in the same field for a certain period of time or prohibit you from bringing clients to a new company where you may work.[11] In many states, non-compete clauses have been rendered unenforceable by public policy. Check with your attorney. Another part of your agreement that may be important to carefully consider is any part that may limit your ability to sue the employer for discrimination, etc. If you feel you may have a case for this kind of legal action, you will want to be aware of any such clause in the agreement.

Workers over 40 have 21 days to consider a severance agreement as part of the federal age discrimination law.[12] Be sure to compare your agreement with your employee handbook to be sure there are no discrepancies. If there are, bring them to the attention of an employment lawyer, or at least the employer. 3 Negotiate the agreement. It is more important than you at first try to negotiate the agreement. An employment lawyer may be able to help. Many employees feel terrible that they have to let an employee go, and this may work in your favor in terms of negotiating a better agreement for yourself. Taking the initiative to at least try and get a better deal is important. Here are some questions you might ask for: More money. If you are being paid a lump sum, try doubling it. If you are being paid a monthly salary for a period of several months after your termination, try doubling the number of months. This could include bonuses you were expecting or unused paid time off. Retention of equipment. You might ask to keep (or buy at a grossly reduced price) any equipment your employer has given you while you have been an employee, including computers, cell phones, etc. Use of spaces. You might be able to get your employer to allow you to use office space in order to find new employment, which can be helpful if you need to make copies of your resume, etc. Outplacement services. Some employers might be willing to pay for outplacement services, which can help you find a new job faster. Insurance benefits. You may be able to get insurance benefits paid for as part of your negotiation. Recommendation. You may be able to get your employer to agree to write you a recommendation as part of a severance agreement, which could help you secure a new job. 4 Determine your ability to negotiate. If the company is experiencing financial difficulty, you may not be able to ask for more than what is being offered, but you may be able to trade one thing for something else you think you may need.

[13] For instance, perhaps you can trade some severance pay for insurance benefits.[13] If the company is not experiencing financial difficulty, you may not have to trade—or even offer to trade—any part of the agreement for additional severance pay or benefits, etc. 5 Keep your situation in mind. When you are let go from a job, the company is likely doing everything it can to save itself. That doesn't mean you're going to get anything for free. If you don't accept the offer, you may lose out on anything you would have gotten had you accepted the offer. 6 Consider alternatives. If you are looking for an alternative to the offer on the table,[15] For this reason, it may be wise to politely offer an alternative to the agreement as put forth by the employer that is above what you hope to get, and then let the negotiation work its way to what you are hoping to get. For instance, if you are offered six months pay but you want nine months pay, you might politely ask for 12 months of pay and let them counter. They may counter with nine months, and then you'll get what you are hoping for. Keep in mind that some employers will not be interested in negotiating, so be polite and do not get defensive, lest you end up with less than the original offer or nothing at all.

Know which phrases may help you in the negotiation process. Certain phrases can be useful in keeping negotiations friendly but productive. For instance, you might say "what kind of flexibility do we have here?" regarding the agreement. The drawback here is that in some negotiations the answer might simply be "none." Advertisement Ask a Question Advertisement Thanks Advertisement This article was co-authored by Michael R. Lewis. Michael R. Lewis is a retired corporate executive, entrepreneur, and investment advisor in Texas. He has over 40 years of experience in business and finance, including as a Vice President for Blue Cross Blue Shield of Texas. He has a BBA in Industrial Management from the University of Texas at Austin. This article has been viewed 142,801 times. Co-authors: 9 Updated: June 13, 2021 Views: 142,801 Categories: Job Loss Print Send fan mail to authors Thanks to all authors for creating a page that has been read 142,801 times. "You are very helpful." Share your story