[Insert or write the address of the sender]

[Insert or write the date]

[Insert or write the name of the recipient]

[Insert or write the post of the recipient]

[Insert or write the name of the company]

[Insert or write the address of the company]

Subject: Counter offer letter

Dear Sir / Madam,

I am really thankful for sending me the job offer for the position [designation] in [company name]. I had been waiting for a long period of time to discharge my professional duties in the reputed company like [company name]. I am quite satisfied with the policies of the company.

I am very much interested to be a part of [company name]. Because I am very well aware of the market position of [company name]. It is known for providing quality services to the customers. Till now, it has achieved 100% client satisfaction with excellent communication skills and giving attention to the needs.

I am very much confident that when I will join company of yours, I will get the opportunity to get in touch with the clients not only from US but also give attention to the international clients. I will get the opportunity to update my skills by being among the excellent team members and seniors with dynamic abilities.

However, I would like to share information with you that I am not quite comfortable working with the amount of $[amount] after gaining an experience of [time span] years in the field of [field name]. I do expect something more than this. It would be convenient for me to execute my skills as [designation] if I am offered a little hike on this respective amount. I do expect an amount of $[amount] to contribute myself in a better way.

I have accepted the job offer. I want a change in this offer letter regarding my salary package. I already have an experience of m[time span] years in this field. I can

explain in a better way if you allow me to pay a visit to your office and explain the reason for the change in the remuneration package which I am looking for.

You can contact me anytime on [contact number] or send me an email to [email id].

Thank you

Your name

Your designation