[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,

It is really a matter of pride for me for getting selected as a [designation] in your esteemed organization of yours. I have been waiting for this great opportunity since a long period of time. It is a happy moment for me. I am really grateful for finding me appropriate for the position of [designation]. I promise to meet the expectations of the company.

I am willing to join [company name], yet I am looking for few changes in the terms and conditions.

On the day of the interview on [date], I had already discussed my potential as a [position]. I had already exhibited my talent with my verbal and written skills. I am ready to meet any challenges. I do believe that I do deserve more than you are offering in form of a salary of $[amount] every month.

I would request you to make some necessary changes in the salary package.

[company name] is a top ranking organization in US. It has been serving customers from different corners of the globe by maintaining high-quality standards. I do believe that I am in the right place. I am quite aware of the fact I would not have got a better opportunity elsewhere.

I have an experience of [time span] years in the field of [field name] in different companies. I had started my career by working in [first company name] and

continued working over there for [time span] years. I had been responsible for [mention the responsibilities that you were doing].

[second company name] had been the second company where I was selected in the position [designation]. I was doing the following duties which are:

[mention the duties].

I am expecting a meeting with you. I will be able to explain in a better way about why do I deserve more than the amount of $[amount] you are offering me.

I am ready to join. I do believe that you will do necessary changes regarding my salary package.

Thank you

Your name

Your designation