

Professional Counter Offer Discussion

Subject: Re: Your Resignation - Counter Offer Discussion

Dear [Employee Name],

Thank you for informing us of your decision to resign. We value your contributions to [Company Name] and would like to discuss options that might encourage you to stay with our organization. Based on your performance and importance to our team, we would like to present a counter offer that includes:

- Salary increase to [Amount]
- [Additional benefits/changes to role/advancement opportunities]
- [Any other relevant improvements]

We believe these changes address your career goals and reflect our commitment to retaining top talent. I would like to meet with you on [Date/Time] to discuss this proposal in detail.

Please take time to consider this offer carefully. We hope you will choose to continue your career with us.

Best regards,

[Name]

[Title]

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