

EMAIL TEMPLATE TO REQUEST IMPROVEMENT ON SEVERANCE PACKAGE

Dear [Recipient's Name],

I am writing to discuss the severance package in relation to my recent departure from [Company Name].

First and foremost, I want to express my sincere appreciation for the opportunities I had during my tenure at the company and the valuable experience I gained. I also want to acknowledge the detail and effort put into the severance package, which is greatly appreciated.

As we navigate through this process, I have a few requests that I would like you to consider:

1. [Specify the first request]
2. [Specify the second request]
3. [Specify the third request]

I kindly request a review and reconsideration of the severance package. A revised package would not only provide me with a sufficient transition period but also offer enhanced financial stability as I embark on the next chapter of my career.

Please let me know at your earliest convenience when we can further discuss these matters. I am available for a meeting or a phone call at your convenience. I remain committed to finding a resolution that aligns with our mutual interests.

Thank you for your attention to this matter, and I look forward to hearing from you soon.

Sincerely,
[Your Name]

