



# Resignation Counteroffer Letter Template





**Turnover is inevitable, but some HR business leaders believe the right conversation – even after someone has decided to resign – could help to retain an employee.**

51%

**of employees who accept counteroffers could remain at a company for up to 2 years**

*(LiveCareer Research)*

Creating a resignation counteroffer letter is as simple as letting the employee know what you are willing to do to keep them. Should you need to document your offer, we've provided a helpful resignation counteroffer letter template you can customize and use.

### **How to Use this Document:**

You will first see the Sample Resignation Counteroffer Letter Template. Following this is a second version with fully editable text so you can customize the letter to the needs of your organization.

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## SAMPLE - RESIGNATION COUNTEROFFER LETTER TEMPLATE

[Insert Date]

We were all very disheartened to hear of your desire to leave [insert company name]. The purpose of this letter is to inform you that we would like to make every effort to keep you as a valued employee. As a result, we would like to offer you the following, in the hopes that you would reconsider your resignation:

- [Insert offer 1]
- [Insert offer 2]
- [Insert offer 3]

If you choose to accept, please contact [insert name] at [contact information] immediately. Additionally, please keep the details of this offer confidential.

Finally, thank you for your willingness to share honest feedback about what caused you to arrive at this point. We will use this information to continue to improve our organization.

Thank you,  
[insert name]

**RESIGNATION COUNTEROFFER LETTER**



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