

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Revocation Period Regarding Voluntary Buyout Agreement

Dear [Employee Name],

This letter serves as a formal notification regarding your right to revoke your acceptance of the Voluntary Buyout Agreement (the "Agreement") signed on [Date of Signing].

Under the terms of the Agreement and in compliance with applicable laws, you are entitled to a revocation period of [Number, e.g., 7] days following the date of your signature. This period allows you to cancel the Agreement if you choose to do so.

Revocation Deadline:

Your right to revoke this Agreement expires at 5:00 PM on [Expiration Date].

How to Revoke:

To exercise your right to revoke, you must deliver a written notice of revocation to the Human Resources Department. This notice can be delivered via:

- Email to: [HR Email Address]
- Hand delivery to: [Office Address/Contact Name]
- Certified mail postmarked no later than the deadline above.

If you choose to revoke the Agreement, you will not receive the buyout payment or benefits outlined in the document, and your employment status will remain as it was prior to signing the Agreement, subject to standard company policies.

If we do not receive a written revocation notice by the deadline stated above, the Agreement will become final, binding, and effective on [Effective Date].

Please contact [Name/Department] at [Phone Number] if you have any questions regarding this process.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]