[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Imminent Expiration of Severance Offer

Dear [Employee Name],

This letter serves as a formal reminder regarding the Separation Agreement and General Release (the "Agreement") provided to you on [Date of Initial Offer] following your departure from [Company Name].

Pursuant to the terms outlined in the Agreement, the offer for severance benefits is scheduled to expire on **[Expiration Date]** at **[Time]**.

Please be advised of the following:

- To accept the offer, the signed Agreement must be received by [Department/Name] no later than the expiration deadline mentioned above.
- If the Agreement is not signed and returned by this date, the offer will be automatically withdrawn, and you will no longer be eligible for the severance pay or benefits described therein.
- [Optional: Mention the specific number of days remaining in the consideration period].

We encourage you to review the documents carefully. If you have any questions or require another copy of the Agreement, please contact [Contact Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Company Name]