Subject: REMINDER: Expiration of Severance Agreement Offer

Dear [Employee Name],

This is a follow-up regarding the Severance Agreement and General Release provided to you on [Date Provided] following your separation from [Company Name].

We are writing to remind you that the offer is scheduled to expire on **[Expiration Date]** at **[Time]**.

According to our records, we have not yet received your signed agreement. If you wish to accept the terms and receive the severance benefits outlined in the document, please ensure that the signed copy is returned to [Department/Name] via [Method of Delivery: email/portal/mail] no later than the date mentioned above.

If we do not receive the signed agreement by this deadline, the offer will lapse and the severance benefits will no longer be available.

If you have any questions regarding the document or the submission process, please contact [Contact Person Name] at [Phone Number/Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]