[Date]

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

RE: FINAL NOTICE - Expiration of Severance Agreement Offer

Dear [Employee Name],

This letter serves as a final reminder regarding the Severance Agreement and General Release offered to you on [Original Offer Date] following your separation from [Company Name].

As stated in the agreement, the offer is subject to an expiration deadline. Our records indicate that we have not yet received your signed document. Please be advised that this offer will officially expire on:

[Expiration Date] at [Time]

If we do not receive the signed agreement by the deadline stated above, the offer will be withdrawn in its entirety. Consequently, you will not be eligible to receive the severance pay or the additional benefits outlined in the proposal.

If you have already mailed or submitted the signed document, please disregard this notice. If you have questions or require a duplicate copy of the agreement, please contact [Contact Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

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