Date: [Insert Date]

To: [Executive Name]
Position: [Executive Title]

Subject: Notice of Pending Expiration of Severance Offer

Dear [Executive Name],

This letter serves as a formal reminder regarding the Separation Agreement and General Release (the "Agreement") provided to you on [Date Agreement was Issued].

As of today, we have not received your signed acceptance of the offer. Please be advised that the offer for the severance package, including [List Key Benefits, e.g., salary continuation, bonus eligibility, and outplacement services], is scheduled to expire on **[Expiration Date]** at **[Time]**.

If the signed Agreement is not received by the deadline stated above, this offer will be withdrawn in its entirety, and you will not be eligible for the enhanced benefits described therein.

Should you have any questions regarding the terms of the Agreement or the submission process, please contact [Contact Name/Department] at [Phone Number/Email] immediately.

We look forward to receiving your response.

Sincerely,

[Name of Sender]
[Title]
[Company Name]