[Date]

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

Re: Revocation of Expired Severance Offer

Dear [Employee Name],

On [Date Original Offer Was Sent], [Company Name] provided you with a Separation Agreement and General Release (the "Agreement") which included a severance offer. According to the terms of that document, the offer was scheduled to expire on [Expiration Date].

As of today's date, we have not received a signed copy of the Agreement from you. Because the deadline for acceptance has passed, this letter serves as formal notice that the severance offer is now expired and is hereby revoked by [Company Name].

The offer is no longer available for acceptance, and the company has no further obligation to provide the consideration outlined in the expired Agreement. All other terms regarding your separation from employment remain in effect.

If you have any company property still in your possession, please ensure it is returned by [Date] to [Location/Department].

Sincerely,

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