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

[Date]

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

Re: Extension of Severance Agreement Deadline

Dear [Employee Name],

On [Original Date of Offer], you were presented with a Separation Agreement and Release of Claims. The original deadline for you to sign and return this agreement was [Original Deadline Date].

Per your request, [Company Name] has agreed to extend the deadline for you to review and sign the agreement. The new expiration date for this offer is now [New Deadline Date] at [Time, e.g., 5:00 PM].

All other terms and conditions of the original severance offer remain the same. If we do not receive the signed agreement by the new deadline stated above, the offer will expire and will no longer be available to you.

Please contact [Name of Contact Person] at [Phone Number/Email] if you have any further questions.

Sincerely,

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