[Date]

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

Re: Final Notice - Expiration of Severance Agreement

Dear [Employee Name],

As previously discussed, your position with [Company Name] was eliminated effective [Termination Date] due to a reduction in force. At that time, you were provided with a Separation Agreement and General Release ("Agreement") outlining the terms of your severance package.

This letter serves as a formal reminder that the offer to enter into this Agreement will expire on **[Expiration Date]** at **[Time]**.

To receive the severance pay and benefits described in the Agreement, you must sign and return the document to [Name of Contact/Department] via [Submission Method - e.g., email/portal/mail] no later than the expiration date listed above.

If the signed Agreement is not received by the deadline, this offer will be withdrawn, and you will not be eligible for the severance payments or additional benefits outlined in the document.

If you have already returned the signed Agreement, please disregard this notice. If you have questions regarding the terms or the submission process, please contact [Contact Person] at [Phone Number/Email].

Sincerely,

[Your Name/Signature]
[Title]
[Company Name]