[Date]

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

Subject: NOTICE OF UPCOMING SEVERANCE OFFER EXPIRATION

Dear [Employee Name],

This letter serves as a formal reminder regarding the severance agreement offered to you on [Date of Original Offer] following your departure from [Company Name].

According to our records, we have not yet received your signed agreement. Please be advised that this offer is scheduled to expire on **[Expiration Date]** at **[Time]**.

To accept the terms of the severance package, including [list key benefits, e.g., salary continuation, outplacement services, or health benefits], you must sign and return the documents via [Method: Email/Portal/Mail] no later than the deadline stated above.

If the signed agreement is not received by the deadline, the offer will be withdrawn, and you will no longer be eligible for the additional compensation or benefits outlined in the agreement.

If you have already sent the documents, please disregard this notice. If you have any questions regarding the terms or the submission process, please contact [HR Contact Name] at [Phone Number/Email] immediately.

Sincerely,

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