[Date]

[Employee Name]
[Employee Address]

Subject: Expiration of Mutual Separation Severance Offer

Dear [Employee Name],

This letter serves as formal notification that the deadline to accept the Mutual Separation Agreement and the associated severance package offered to you on [Date of Original Offer] has now expired.

As we did not receive a signed copy of the agreement by the close of business on [Expiration Date], the offer is officially withdrawn. Consequently, you are no longer eligible to receive the severance pay or the additional benefits outlined in that proposal.

Your employment with [Company Name] ended on [Termination Date]. As previously discussed, your final wages and any accrued benefits required by law will be processed as follows: [Brief details on final pay].

If you have any questions regarding your final pay or the return of company property, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

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