[Company Letterhead]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Expiration of Voluntary Retirement Severance Offer

Dear [Employee Name],

This letter serves as a formal notification that the deadline to accept the Voluntary Retirement Severance package, as detailed in the offer letter dated [Date of Original Offer], has now passed.

As of [Expiration Date and Time], we have not received your signed acceptance forms. Consequently, the offer is officially withdrawn and is no longer available for your consideration.

Per the terms of the program, your employment will continue under your current status and benefits. All standard company policies and performance expectations remain in effect.

If you believe you have submitted the paperwork and this letter has been sent in error, or if you have any questions regarding your current employment status, please contact the Human Resources Department immediately at [Phone Number] or [Email Address].

Thank you for your ongoing contributions to [Company Name].

Sincerely,

[Signature]

[Name of HR Representative]
[Title]
[Company Name]