**Date:** [Insert Date]

**To:** [Employee Name]
**Employee ID:** [Insert ID]

**Subject: Notice of Expiration of Severance Offer**

Dear [Employee Name],

This letter serves as a formal reminder regarding the severance agreement offered to you on [Date Offer Was Provided] following the termination of your employment with [Company Name].

In accordance with statutory requirements, you were provided a consideration period of [Number of Days, e.g., 21 or 45] days to review the terms of this agreement and consult with legal counsel.

Please be advised that the offer is scheduled to expire on **[Expiration Date]** at **[Time]**. If we do not receive a signed copy of the agreement by this deadline, the offer will be withdrawn, and you will no longer be eligible to receive the supplemental severance pay or benefits outlined in the document.

If you have already signed and returned the agreement, please disregard this notice.

Should you have any questions regarding the submission process, please contact [Contact Name] at [Phone Number/Email] immediately.

Sincerely,

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