[Date]

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

RE: Notice of Severance Offer Expiration

Dear [Employee Name],

We are writing to follow up on the Separation Agreement and Severance Offer provided to you on [Date of Original Offer]. As of today, we have not received a signed copy of the agreement or any communication regarding your intent to accept.

This letter serves as a formal reminder that the offer is scheduled to expire on [Expiration Date] at [Time].

If we do not receive your signed agreement by the deadline stated above, the severance offer will be officially withdrawn. You will remain entitled to any legally required final wages and accrued benefits, but you will no longer be eligible for the additional severance pay or benefits outlined in the original offer.

Please return the signed documents to [Contact Person Name] at [Email Address/Physical Address] before the deadline if you wish to accept.

If you have already sent the documents, please disregard this notice.

Sincerely,

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