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

[Date]

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

Subject: NOTICE OF EXPIRATION: Early Withdrawal Severance Offer

Dear [Employee Name],

This letter serves as a formal reminder regarding the Early Withdrawal Severance Offer previously extended to you on [Date of Original Offer].

As outlined in the initial documentation, the deadline to accept this offer is **[Expiration Date]** at **[Time]**. According to our records, we have not yet received your signed agreement.

Please be advised that if your written acceptance is not received by the deadline mentioned above, this offer will expire and will no longer be available for your consideration. Following the expiration, you will remain subject to the standard terms of your employment or the general separation policy, as applicable.

If you have already submitted your paperwork, please disregard this notice. If you have questions or require another copy of the agreement, please contact [Department/Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Sender Name]
[Title]
[Company Name]