

Date: [Current Date]

To:

[Name of Contact Person or HR Representative]

[Company Name]

[Company Address]

Subject: Notice of Revocation of Severance Agreement

Dear [Name of Contact Person],

I am writing to formally notify [Company Name] that I am exercising my right to revoke the Severance Agreement and General Release that I signed on [Date the Agreement was Signed].

Pursuant to the terms set forth in the Agreement and in accordance with the Age Discrimination in Employment Act (ADEA) and the Older Workers Benefit Protection Act (OWBPA), where applicable, I am submitting this revocation within the seven-day revocation period.

As a result of this revocation, the Agreement is now null and void. I understand that I am no longer eligible to receive the severance payments or benefits outlined in the Agreement.

Please acknowledge receipt of this letter in writing.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID Number, if applicable]

[Your Phone Number]

[Your Email Address]