

Date: [Date]

To:

[Name of Contact Person/HR Representative]

[Company Name]

[Company Address]

RE: 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 [Name of Agreement, e.g., Separation Agreement and General Release] that I signed on [Date Agreement was Signed].

Pursuant to the revocation period specified in the agreement (and in accordance with the Age Discrimination in Employment Act, if applicable), I understand that I have [Number of Days, e.g., 7] days from the date of signing to revoke my acceptance. This letter serves as my formal and timely notice that the agreement is now null and void.

I understand that by revoking this agreement, I am no longer entitled to the severance pay or benefits described therein. If any payments have already been issued to me, please provide instructions on how they should be returned.

Please acknowledge receipt of this revocation in writing.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID, if applicable]

[Your Phone Number]