

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Notice of Revocation of Severance Agreement**

Dear [Employee Name],

This letter serves as formal notice that [Company Name] is hereby revoking the Severance Agreement and General Release offered to you on [Date Agreement was Provided].

Pursuant to the terms outlined in the agreement and in accordance with applicable laws, the company has decided to withdraw this offer effective immediately. As a result, the agreement is now null and void and is no longer available for execution.

If you have already signed the document but the legal revocation period has not yet expired, please consider this written notice as our formal withdrawal from the agreement. Any payments or benefits outlined in the revoked agreement will not be issued.

Please contact the Human Resources department at [Phone Number] or [Email Address] if you have any questions regarding this notice.

Sincerely,

[Your Name]

[Your Title]

[Company Name]