

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],

On [Date Agreement Was Signed], I signed an Executive Severance Agreement and Release of Claims with [Company Name].

As provided for in the Agreement under the section regarding my right to revoke, I am writing to formally notify [Company Name] that I am exercising my right to revoke my signature and the entirety of the Agreement.

I understand that by revoking this Agreement, it becomes null and void in its entirety. I further understand that I am no longer entitled to any severance payments or benefits described within the Agreement that were contingent upon this Release.

Please acknowledge receipt of this revocation notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Former Title/Position]

Method of Delivery: [e.g., Hand Delivery / Certified Mail / Email]