

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of Contact Person or Human Resources Representative]
[Company Name]
[Company Address]

RE: Notice of Revocation of Severance Agreement

Dear [Name of Contact Person],

This letter serves as formal written notice that I am exercising my right to revoke my signature and the entirety of the Severance Agreement and General Release (the "Agreement") that I signed on [Date you signed the agreement].

As provided for under the terms of the Agreement and in accordance with the Age Discrimination in Employment Act (ADEA) and the Older Workers Benefit Protection Act (OWBPA), I am submitting this revocation within the [Number, e.g., 7-day] revocation period.

By providing this notice, the Agreement is now null and void. I understand that by revoking this Agreement, I will not be eligible for, nor will I receive, any severance payments or benefits described therein.

Please confirm receipt of this notice and update your records accordingly.

Sincerely,

[Your Signature]

[Your Printed Name]