

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

[Date]

[Recipient Name]
[Title]
[Company Name]
[Company Address]

RE: Revocation of Mutual Severance Agreement

Dear [Recipient Name],

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

Pursuant to the revocation period specified in the Agreement (and in accordance with applicable laws such as the Age Discrimination in Employment Act, if applicable), I am providing this written notice within the allowed timeframe to render the agreement null and void.

As a result of this revocation, I understand that I am no longer entitled to the severance payments or benefits described in the agreement. If any such payments have already been processed or received, please advise on the procedure for returning those funds.

Please acknowledge receipt of this revocation in writing.

Sincerely,

[Signature]

[Your Printed Name]