

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

[Date]

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

RE: Notice of Revocation of Severance Agreement

Dear [Recipient Name],

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

As provided for under the terms of the Agreement and in accordance with applicable laws (including the Older Workers Benefit Protection Act, if applicable), I understand that I have a [Number of Days, e.g., 7-day] revocation period following the execution of the document. This letter serves as my formal notice within that timeframe.

This revocation is conditional upon the following:

- [Condition 1: e.g., Re-negotiation of the specific clause regarding...]
- [Condition 2: e.g., Correction of the final payout amount to reflect...]

By sending this notice, I understand that the Agreement is now null and void, and I am no longer bound by its terms, nor am I entitled to the severance benefits described therein unless a new agreement is reached. I am prepared to return any consideration or payments already received under this agreement immediately.

Please acknowledge receipt of this revocation in writing.

Sincerely,

[Your Signature]

[Your Printed Name]