

Subject: Notice of Revocation of Severance Agreement

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

[Date]

[Name of Contact Person or HR Representative]
[Company Name]
[Company Address]

Dear [Name of Contact Person],

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 you signed the agreement].

As per the terms outlined in the "Revocation Period" section of the agreement, I understand that I have the right to rescind my signature within [Number, e.g., 7] days of signing. Please consider this letter my formal written notice that the agreement is now null and void.

I understand that by revoking this agreement, I am no longer entitled to the severance pay or benefits described therein. [Optional: If you have already received a payment, add: I will return any funds already disbursed to me under this agreement via separate cover.]

Please acknowledge receipt of this revocation notice in writing.

Sincerely,

[Your Signature]

[Your Printed Name]