

Subject: Notice of Revocation of Severance Agreement

To: [Name of HR Representative or Manager]

[Company Name]

[Company Address]

Date: [Current Date]

Dear [Name of HR Representative or Manager],

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 agreement and in accordance with the Age Discrimination in Employment Act (ADEA) and the Older Workers Benefit Protection Act (OWBPA), I am exercising my right to cancel this agreement within the seven-day revocation period.

I understand that by revoking this agreement, I will not receive any severance payments or benefits described therein. If any payments have already been issued to me, please provide instructions on how to return those funds.

Please acknowledge receipt of this revocation notice in writing.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]