

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

[Date]

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

**RE: Revocation of Severance Agreement and Release**

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 General Release that I signed on [Date Agreement was Signed].

As per the terms outlined in the "Revocation Period" section of the agreement, I understand that I have the right to cancel this agreement within [Number of Days, e.g., 7] days of signing. Please consider this letter my formal written notice of that cancellation, effective immediately.

I understand that by revoking this agreement, I am no longer entitled to the severance pay 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 in writing.

Sincerely,

[Your Signature]

[Your Printed Name]