

Date: [Current Date]

To:

[Name of Contact Person or Human Resources Representative]

[Company Name]

[Company Address]

RE: Notice of Revocation of Severance Agreement

Dear [Name of Contact Person],

I am writing to formally notify [Company Name] that I am exercising my right to revoke the [Title of Document, e.g., Separation Agreement and General Release] that I signed on [Date the Agreement was Signed].

Pursuant to the revocation period specified in the Agreement (and in accordance with the Age Discrimination in Employment Act, if applicable), I am providing this written notice within the [Number of Days, e.g., 7-day] window to cancel the agreement in its entirety.

As a result of this revocation, the agreement is now null and void. I understand that by revoking this agreement, I am no longer eligible to receive the severance payments or benefits described therein.

Please acknowledge receipt of this revocation notice.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID, if applicable]

[Your Phone Number]

[Your Email Address]