[Company Letterhead]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Extension of Severance Agreement Period

Dear [Employee Name],

This letter serves as a formal amendment to the Mutual Separation and Severance Agreement originally dated [Original Agreement Date].

Both [Company Name] and [Employee Name] (the "Parties") hereby agree to extend the following dates/periods as outlined in the original agreement:

- **Original Separation Date:** [Original Date]
- **New Extended Separation Date:** [New Date]
- **Extension of Benefits/Pay:** [Detail any additional pay or benefits during this period, or state "No change"]

The purpose of this extension is [Reason for extension, e.g., to facilitate a transition of responsibilities / project completion].

All other terms and conditions of the original Mutual Separation and Severance Agreement remain in full force and effect. This extension does not constitute a new agreement but acts as a modification to the existing one.

Please indicate your acceptance of this extension by signing and returning this letter by [Deadline Date].

Sincerely,

[Signature]
[Name of Company Representative]
[Title]

Employee Acceptance:

I, [Employee Name], agree to the extension of my separation date and severance terms as described above.

Signature: _____
Date: _____