[Company Letterhead]

[Date]

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

Subject: Notice of Extension for Severance Payment Timeline

Dear [Employee Name],

This letter is to formally notify you regarding a change in the scheduled timeline for your severance payout as outlined in your Separation Agreement dated [Original Agreement Date].

Due to [Reason for delay, e.g., administrative processing requirements / external banking delays / final audit procedures], the original payment date of [Original Date] has been extended. Your severance payment is now scheduled to be issued on or before [New Date].

The total amount of the severance package remains unchanged. This extension applies only to the timing of the disbursement. All other terms and conditions of your separation agreement remain in full effect.

We apologize for any inconvenience this delay may cause. If you have any questions regarding this update, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]