

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

[Date]

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

Subject: Notice of Involuntary Termination and Severance Offer

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is terminated, effective [Termination Date]. This decision is [Final/Result of a reduction in force/etc.].

Severance Payment:

To assist in your transition, the Company offers you a severance payment in the gross amount of \$[Amount], subject to applicable taxes and withholdings. This payment is contingent upon your signing and not revoking the enclosed Separation Agreement and General Release by [Deadline Date].

Clawback Provision:

Please be advised that this severance payment is subject to a "Clawback" provision. By accepting these funds, you agree that the Company reserves the right to require full or partial repayment of the severance amount if:

- You breach any post-termination obligations, including non-disclosure, non-disparagement, or non-solicitation agreements.
- It is discovered that you engaged in willful misconduct or fraudulent activities during your employment that would have justified termination for cause.
- You initiate legal action against the Company in violation of the signed General Release.

Final Pay and Benefits:

You will receive your final paycheck for hours worked through [Termination Date] on [Date]. Your health benefits will continue through [Date], after which you will receive information regarding COBRA enrollment.

Please return all company property, including keys, laptop, and security badges, to [Department/Name] by [Date].

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]