

CONFIDENTIAL

[Date]

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

RE: Separation of Employment and Severance Offer

Dear [Employee Name],

This letter outlines the terms of the severance package being offered to you by [Company Name] (the "Company") in connection with your separation of employment effective [Separation Date].

1. Severance Payment

Provided you sign and do not revoke this Agreement, the Company will pay you a gross lump sum of \$[Amount], equivalent to [Number] weeks of pay. This payment will be subject to standard payroll deductions and taxes.

2. Confidentiality

The terms and existence of this offer are strictly confidential. You agree not to disclose the contents of this letter to any third party, other than your legal counsel, financial advisor, or immediate family, except as required by law.

3. Release of Claims

This offer is contingent upon your execution of a full release of all claims against the Company, its affiliates, and employees.

4. Clawback Policy

By accepting this severance, you acknowledge and agree to the following Clawback provisions:

- **Breach of Restrictive Covenants:** If you breach any non-disclosure, non-disparagement, or non-solicitation agreements, the Company reserves the right to recover the full gross amount of the severance paid.
- **Discovery of Misconduct:** If the Company discovers after your departure that you engaged in fraud, ethical violations, or gross misconduct during your employment that would have justified a termination for cause, you will be required to repay the severance in full within [Number] days of written notice.
- **Financial Restatements:** In the event of a material financial restatement caused by error or omission in which you were directly involved, the Company may seek recovery of these funds.

5. Acceptance Deadline

You have until [Date] to review and sign this agreement. After this date, the offer will expire.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acknowledgment and Agreement:

I, [Employee Name], accept the terms of this Severance Offer and Clawback Policy.

Signature: _____ Date: _____