

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

**Subject: Notice of Early Retirement Severance Terms and Financial Clawback Provisions**

Dear [Employee Name],

This letter serves as formal notification regarding your upcoming early retirement, effective [Date]. As part of the Early Retirement Incentive Program (ERIP), you are entitled to a severance package, subject to the terms and conditions outlined below.

**1. Severance Payment Details:**

The company will provide a gross severance payment of \$[Amount]. This payment will be issued on [Date] via [Payment Method], subject to standard tax withholdings and deductions.

**2. Financial Clawback Provision:**

Please be advised that this severance payment is subject to a financial clawback provision. The company reserves the right to demand full or partial repayment of the severance amount if any of the following conditions occur within [Number] months/years following your retirement date:

- Violation of non-compete or non-solicitation agreements.
- Breach of confidentiality or non-disclosure protocols.
- Discovery of prior professional misconduct or financial irregularities during your tenure.
- Re-employment or engagement as a consultant with the company or its subsidiaries without prior written approval.

**3. Repayment Process:**

In the event a clawback is triggered, you will receive written notice detailing the violation. You will be required to return the specified funds within [Number] days of receiving said notice.

**4. Acknowledgement:**

By signing this letter, you acknowledge that you have read, understood, and agreed to the severance terms and the enforceable clawback provisions mentioned herein.

Please return a signed copy of this letter to the Human Resources Department by [Deadline Date].

Sincerely,

[Signature]

[Name of Authorized Official]  
[Title]  
[Company Name]

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**Employee Acceptance:**

I accept the terms of the severance package and acknowledge the financial clawback conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_