

[Company Letterhead/Logo]

[Date]

[Former Employee Name]

[Address]

[City, State, Zip Code]

RE: NOTICE OF REPAYMENT OBLIGATION (CLAWBACK)

Dear [Former Employee Name],

This letter serves as formal notification that [Company Name] is exercising its right to "claw back" certain payments and benefits previously provided to you in connection with your separation from employment on [Separation Date].

Under the terms of your [Employment Agreement/Severance Agreement/Restrictive Covenant Agreement] dated [Date], your receipt of severance benefits was contingent upon your continued compliance with specific post-employment obligations, including [List specific covenants, e.g., Non-Compete, Non-Solicitation, Confidentiality].

The Company has determined that you have breached these obligations by [Briefly describe the breach, e.g., accepting employment with a direct competitor / soliciting clients]. Specifically, this violates Section [Number] of your agreement.

Pursuant to the remedy provisions of your agreement, you are required to repay the following amounts to the Company:

- Severance Pay: \$[Amount]
- [Other Benefit/Bonus]: \$[Amount]
- **Total Due: \$[Total Amount]**

Please remit a check for the total amount of \$[Total Amount] made payable to [Company Name] no later than [Due Date]. Payment should be sent to the attention of [Name/Department] at [Address].

The Company reserves all rights to pursue further legal action, including seeking injunctive relief and the recovery of attorney's fees, should you fail to comply with this demand or continue to violate your restrictive covenants.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]