

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Final Severance Settlement and Incentive Clawback Notification

Dear [Employee Name],

This letter serves as the formal record of your final severance settlement following the termination of your employment with [Company Name], effective [Termination Date].

1. Severance Payment

The Company agrees to pay you a total severance amount of \$[Amount], less applicable tax withholdings. This payment is contingent upon your execution and non-revocation of the Separation Agreement and General Release previously provided to you.

2. Incentive Clawback Provision

Please be advised that pursuant to your [Employment Agreement/Incentive Plan Name] dated [Date], specific incentive payments remain subject to "Clawback" provisions. The Company reserves the right to recover previously paid bonuses, commissions, or equity awards under the following conditions:

- Discovery of prior financial malfeasance or misconduct during your tenure.
- Violation of non-compete or non-solicitation covenants.
- Material restatement of financial results upon which incentives were based.

In the event a clawback is triggered, you agree to repay the specified gross amount within [Number] days of written notice from the Company.

3. Final Settlement of Claims

Acceptance of the severance payment constitutes a full and final settlement of all wages, benefits, and compensation owed to you by the Company. You acknowledge that no further payments are due to you outside of the terms outlined in this letter.

4. Return of Property

This settlement is further conditioned upon the verified return of all company property, including laptops, keys, and proprietary data, by [Date].

Please sign below to acknowledge your understanding and acceptance of these terms.

Sincerely,

[Name of Authorized Representative]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], hereby acknowledge receipt of this letter and agree to the severance terms and the applicability of the incentive clawback provisions.

Signature: _____ Date: _____