

[Company Letterhead]

**Date:** [Insert Date]

**To:** [Executive Name]

**Position:** [Executive Title]

**Subject: Advisory Notice Regarding Executive Compensation Clawback Policy Compliance**

Dear [Executive Name],

This letter serves as a formal advisory regarding your compensation arrangements in light of the company's updated Clawback Policy, effective [Effective Date], as required by [Relevant Regulatory Body, e.g., SEC/NYSE/Nasdaq] listing standards.

### **1. Policy Overview**

Under the terms of this policy, the company is required to recover erroneously awarded incentive-based compensation from current and former executive officers in the event of an accounting restatement due to material noncompliance with financial reporting requirements.

### **2. Scope of Compensation**

The recovery provision applies to all "Incentive-Based Compensation" received during the three completed fiscal years immediately preceding the date that the company is required to prepare an accounting restatement. This includes, but is not limited to:

- Annual bonuses and short-term incentive plans.
- Performance-based restricted stock units (PSUs).
- Stock options granted or vested based on financial performance goals.

### **3. Compliance and Acknowledgement**

As a condition of receiving future incentive awards, you are required to acknowledge that such awards are subject to the terms of this policy. Please note that the recovery of funds under this policy is mandatory and will be executed without regard to individual fault or misconduct.

### **4. No Indemnification**

Per regulatory requirements, the company is prohibited from indemnifying any executive officer against the loss of erroneously awarded compensation or paying premiums on insurance policies to cover such recoveries.

Please review the attached copy of the full Policy. We request that you sign the enclosed acknowledgment form and return it to the Human Resources Department by [Deadline Date].

If you have any questions regarding how these provisions apply to your specific compensation package, please contact [Name/Department].

Sincerely,

[Signature]  
[Name of Authorized Officer]  
[Title]  
[Company Name]

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**Executive Acknowledgment**

I hereby acknowledge receipt of the Executive Compensation Clawback Policy and agree to be bound by its terms.

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