

DATE: [Insert Date]

TO: [Executive Name]

FROM: [Name of Compensation Committee/Board of Directors]

SUBJECT: Advisory Letter: Executive Compensation Clawback Triggering Event

Dear [Executive Name],

This letter serves as formal notification regarding a determination by [Company Name] (the "Company") concerning a triggering event under the Company's Executive Compensation Recovery Policy (the "Clawback Policy").

Following a review by the [Compensation Committee/Board of Directors], it has been determined that a triggering event occurred on [Date of Event/Discovery]. The specific nature of this event is as follows:

- [Insert Description of Triggering Event, e.g., Financial Restatement, Misconduct, or Breach of Covenant]

As a result of this event, the Company has determined that incentive-based compensation previously awarded, vested, or paid to you during the period of [Insert Performance Period] is subject to recovery. The calculation of the recoverable amount is based on the difference between the compensation actually received and the amount that would have been received had the event not occurred.

Summary of Erroneously Awarded Compensation:

- **Original Amount Awarded:** \$[Amount]
- **Revised Calculation:** \$[Amount]
- **Total Amount Subject to Clawback:** \$[Amount]

The Company intends to recover these funds via the following method: [Insert Method, e.g., direct repayment, offset against future wages, or cancellation of outstanding equity awards].

Please review the attached documentation detailing the calculations and the specific provisions of the Clawback Policy. You are requested to acknowledge receipt of this letter and contact [Name/Department] by [Date] to discuss the repayment process or to provide any clarifying information.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]