

[Company Letterhead]

[Date]

[Executive Name]

[Title]

[Home Address]

RE: NOTICE OF ENFORCEMENT OF EXECUTIVE COMPENSATION CLAWBACK PROVISION

Dear [Executive Name],

This letter serves as formal notification that the Compensation Committee of the Board of Directors of [Company Name] (the "Company") has determined it necessary to exercise the clawback provisions set forth in [Name of Policy/Employment Agreement/Incentive Plan], dated [Date].

This action is being taken due to the following triggering event: [Insert Reason, e.g., Financial Restatement for Fiscal Year XXXX / Misconduct / Breach of Covenant].

Based on a review of the recalculated financial metrics, the Committee has determined that you received incentive-based compensation in excess of the amount that would have been paid under the restated results. The details of the overpayment are as follows:

- **Original Amount Awarded:** \$[Amount]
- **Corrected Amount Earned:** \$[Amount]
- **Total Amount to be Recovered:** \$[Amount]

Pursuant to the terms of the policy, the Company requires the recovery of these funds through the following method: [Insert Method, e.g., Direct Repayment / Offset against future bonuses / Cancellation of unvested equity].

Please provide written acknowledgment of this notice by [Date]. If you choose to make a direct repayment, please remit the funds by [Date] via [Payment Instructions].

If you have questions regarding the calculation or the recovery process, please contact [Name/Department] at [Contact Information].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

On behalf of [Company Name]

Executive Acknowledgment:

I acknowledge receipt of this letter and the Company's determination regarding the recovery of compensation.

Signature: _____ Date: _____