

TOTAL REWARDS BONUS CONVERSION AGREEMENT

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Dear [Employee Name],

This agreement outlines the terms regarding your election to convert a portion of your eligible cash bonus into [Company Name] Total Rewards options (e.g., additional equity, retirement contributions, or vacation purchase), as per the company's annual incentive plan.

1. Election Details

I hereby elect to convert [Insert Percentage or Amount] of my earned gross bonus for the performance period ending [Insert Date] into [Insert Type of Benefit/Equity].

2. Valuation and Conversion

I understand that the conversion will be calculated based on the fair market value as of [Insert Date]. The specific calculation method is governed by the [Insert Plan Name] documentation.

3. Tax Implications

I acknowledge that this conversion may have specific tax consequences. I am responsible for any income tax, social security, or other statutory deductions resulting from this election.

4. Irrevocability

I understand that this election is irrevocable once this document is signed and the submission deadline of [Insert Deadline Date] has passed.

5. Governing Terms

All other terms and conditions of my employment contract and the Company's Total Rewards policy remain in full effect.

By signing below, I confirm that I have read, understood, and agreed to the terms of this bonus conversion.

Employee Signature

Date

Company Representative Signature

Date