

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

On behalf of [Company Name], I would like to personally thank you for your exceptional performance and dedication. Your contributions have been instrumental to our success, and we recognize you as a top performer within the organization.

To demonstrate our commitment to your professional growth and to ensure your continued partnership with us, we are pleased to offer you the following retention compensation package:

- **Salary Increase:** Your annual base salary will be increased to \$[Amount], effective [Date].
- **Retention Bonus:** You are eligible for a one-time retention bonus of \$[Amount], payable on [Date], provided you remain actively employed with the company.
- **[Optional: Stock Options/Grants]:** [Details of equity or other incentives].

We value your leadership and the unique skills you bring to [Department/Team]. We look forward to your continued impact and are excited about your future here at [Company Name].

Please acknowledge your receipt of this letter and acceptance of these terms by signing below and returning it to [HR Contact Name] by [Date].

Sincerely,

[Manager Name]

[Manager Title]

Acknowledgment:

I accept the terms of the retention compensation package as outlined above.

Signature: _____ Date: _____