

## **Strictly Confidential**

[Date]

[Executive Name]

[Title]

[Company Name]

Dear [Executive First Name],

As [Company Name] continues to evolve and execute its strategic vision, the Board of Directors and the executive leadership team recognize that your continued leadership, expertise, and commitment are critical to our long-term success. To ensure your ongoing dedication during this pivotal period, we are pleased to offer you this Retention Bonus Agreement.

### **1. Retention Bonus Amount**

Subject to the terms outlined in this letter, you are eligible to receive a total retention bonus in the amount of \$[Amount], less applicable tax withholdings and deductions.

### **2. Payment Schedule**

The Retention Bonus will be earned and paid according to the following milestone(s):

- [Amount/Percentage] payable on [Date 1], provided you remain actively employed through this date.
- [Amount/Percentage] payable on [Date 2], provided you remain actively employed through this date.

### **3. Terms of Payment**

To receive each installment of the Retention Bonus, you must remain an active employee in good standing through the applicable payment dates. In the event of your voluntary resignation or termination for "Cause" (as defined in your employment agreement) prior to the payment dates, any unpaid portion of the Retention Bonus shall be forfeited.

### **4. Confidentiality**

The terms of this Retention Bonus are strictly confidential. Disclosure of these terms to anyone other than your legal or financial advisors, or immediate family, may result in the forfeiture of the bonus.

### **5. No Guarantee of Employment**

This letter does not constitute a contract of employment for any specific duration and does not alter your "at-will" employment status.

We appreciate your exceptional contributions to [Company Name] and look forward to your continued leadership as we achieve our collective goals.

Sincerely,

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

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**Acknowledgment and Acceptance:**

I accept the terms of the Retention Bonus as set forth in this letter.

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