

[Company Name]
[Company Address]
[Date]

To: [Employee Name]
Subject: Sign-On Bonus Agreement

Dear [Employee Name],

We are pleased to offer you a one-time sign-on bonus in the amount of \$[Amount], subject to the terms and conditions outlined below.

1. Payment Terms

The bonus will be paid in a lump sum on the first regularly scheduled pay date following your start date of [Start Date]. This payment is subject to all applicable federal, state, and local tax withholdings.

2. Repayment Condition

This bonus is provided as an incentive for long-term employment. Should you voluntarily resign or be terminated for "Cause" (as defined by company policy) within [Number] months of your start date, you agree to repay the bonus to the Company according to the following schedule:

- Resignation/Termination within [0-6] months: 100% repayment.
- Resignation/Termination within [6-12] months: 50% repayment.

3. Method of Repayment

By signing this agreement, you authorize the Company to deduct any owed repayment amounts from your final paycheck or any other separation pay to the extent permitted by law. Any remaining balance must be paid to the Company within 30 days of your departure.

4. No Guarantee of Employment

This agreement does not constitute a contract of employment for any specific period. Your employment remains "at-will," meaning either you or the Company may terminate the relationship at any time, with or without cause or notice.

Please indicate your acceptance of these terms by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Title]
[Company Name]

Employee Acceptance:

[Employee Signature]

[Date]