

PRIVATE AND CONFIDENTIAL

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

RE: Sign-On Bonus Agreement

Dear [Executive Name],

In connection with your appointment as [Job Title] of [Company Name] (the "Company"), we are pleased to offer you a one-time sign-on bonus in the amount of \$[Amount] (the "Sign-On Bonus"), subject to the terms and conditions outlined in this letter.

1. Payment: The Sign-On Bonus will be paid to you in a lump sum on the first regularly scheduled payroll date following your start date of [Start Date]. All payments are subject to applicable federal, state, and local tax withholdings.

2. Repayment Obligations: This bonus is provided as an incentive for long-term commitment to the Company. By accepting this bonus, you agree to the following repayment terms:

- If you voluntarily resign or are terminated for "Cause" within [Number] months of your start date, you agree to repay 100% of the gross amount of the Sign-On Bonus.
- If you voluntarily resign or are terminated for "Cause" after [Number] months but before [Number] months of employment, you agree to repay [Percentage]% of the gross amount of the Sign-On Bonus.

3. Method of Repayment: Any repayment due under this agreement must be paid in full within [Number] days of your final date of employment. To the extent permitted by law, you authorize the Company to deduct the owed amount from any final wages, vacation pay, or other compensation due to you upon termination.

4. At-Will 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 acknowledge your acceptance of these terms by signing and returning this letter by [Date].

Sincerely,

[Name of Authorized Signatory]

[Title]

[Company Name]

Acceptance:

I, [Executive Name], accept the terms and conditions of the Sign-On Bonus as set forth above.

Signature: _____ Date: _____