

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Relocation and Sign-On Bonus Agreement

Dear [Employee Name],

This letter serves to outline the terms and conditions regarding the sign-on bonus and relocation assistance offered in connection with your employment at [Company Name] for the position of [Job Title].

1. Sign-On Bonus

The Company agrees to pay you a one-time sign-on bonus in the amount of \$[Amount], less applicable tax withholdings. This bonus will be paid within [Number] days of your start date.

2. Relocation Assistance

To assist with your move to [City, State], the Company will provide a relocation allowance of \$[Amount]. This amount will be paid as a [lump sum / reimbursement for documented expenses] and is subject to applicable taxes.

3. Repayment Provision

By signing this agreement, you agree that if your employment is terminated by the Company for cause, or if you voluntarily resign from your position within [Number] months of your start date, you will be required to repay the Company as follows:

- 100% of the Sign-On Bonus and Relocation Assistance if leaving within [0-6] months.
- 50% of the Sign-On Bonus and Relocation Assistance if leaving within [7-12] months.

4. Authorization

You hereby authorize the Company to deduct any owed repayment amounts from your final paycheck or any other separation benefits to the extent permitted by law. Any remaining balance shall be paid by you to the Company within 30 days of your termination date.

By signing below, you acknowledge that you have read, understood, and agreed to the terms of this agreement.

Sincerely,

[Name of Company Representative]
[Title]

Employee Acceptance:

Signature: _____

Date: _____