

INSTALLMENT SIGN-ON BONUS AGREEMENT

Date: [Insert Date]

Employee Name: [Insert Name]

Employee ID: [Insert ID Number]

Dear [Employee Name],

This letter confirms the agreement between [Company Name] (the "Company") and you regarding a Sign-On Bonus in the total amount of \$[Total Amount].

This bonus will be paid in installments according to the following schedule:

- First Installment: \$[Amount] to be paid on [Date or Milestone]
- Second Installment: \$[Amount] to be paid on [Date or Milestone]
- Third Installment: \$[Amount] to be paid on [Date or Milestone]

Terms and Conditions:

1. **Taxation:** All payments are subject to applicable federal, state, and local tax withholdings.

2. **Employment Requirement:** To receive each installment, you must be actively employed by the Company and not have provided notice of resignation on the scheduled payment date.

3. **Repayment Provision:** If you voluntarily terminate your employment or are terminated for cause within [Number] months of your start date, you agree to repay the Company the full gross amount of any bonus installments paid to date. This repayment must be made within 30 days of your final date of employment.

By signing below, you acknowledge that you have read, understand, and agree to the terms of this Sign-On Bonus Agreement.

Employee Signature

Date

Company Representative Name

Company Representative Signature