

Sign-On Bonus Agreement

Date: [Insert Date]

Employee Name: [Insert Name]

Employee ID: [Insert ID]

Dear [Employee Name],

This letter outlines the terms of the sign-on bonus offered to you as part of your employment with [Company Name].

1. Bonus Amount: The Company agrees to pay you a one-time sign-on bonus in the amount of \$[Amount]. This amount will be paid in the first regularly scheduled payroll following your start date, subject to applicable tax withholdings.

2. Clawback Provision: This bonus is paid contingent upon your continued employment. Should you voluntarily resign or be terminated for "Cause" (as defined in your employment contract) within [Number] months of your start date, you agree to repay the bonus to the Company according to the following schedule:

- Termination within [0-6] months: 100% repayment.
- Termination within [7-12] months: 50% repayment.

3. Repayment Method: You authorize the Company to deduct any owed repayment amounts from your final paycheck or any other wages owed to you, to the extent permitted by law. Any remaining balance must be paid by you within 30 days of your departure date.

4. At-Will Employment: This agreement does not guarantee employment for any specific period. Your employment remains "at-will."

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

Employee Signature

Date

Company Representative Signature