

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

[Date]

[Employee Name]
[Employee Address]

Subject: Conditional Sign-On Bonus Agreement

Dear [Employee Name],

We are pleased to offer you a sign-on bonus in the amount of \$[Amount] in connection with your employment for the position of [Job Title]. This bonus is subject to the following terms and conditions:

1. Payment Schedule: The bonus will be paid in [a single lump sum / installments] on [Date or Pay Period], provided you are actively employed with the company on the date of payment. All payments are subject to applicable taxes and withholdings.

2. Contingency of Hire: This bonus is contingent upon your successful completion of all pre-employment requirements, including but not limited to [Background Check, Drug Screening, Reference Checks].

3. Repayment Clause: If you voluntarily terminate your employment or if the company terminates your employment for cause within [Number] months of your start date, you agree to repay the bonus to the company according to the following schedule:

- Termination within [Number] months: 100% repayment.
- Termination between [Number] and [Number] months: [Percentage]% repayment.

4. Repayment Method: You authorize the company to deduct any owed repayment amounts from your final paycheck or any other amounts owed to you by the company, to the extent permitted by law. Any remaining balance will be paid by you within [Number] days of your last day of employment.

5. At-Will Employment: This agreement does not constitute a contract of employment for a specific period. Your employment remains at-will.

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

[Employee Signature]

[Date]

[Company Representative Signature]

[Date]