

RETENTION AND SIGN-ON BONUS AGREEMENT

Date: [Date]

To: [Employee Name]

Dear [Employee Name],

We are pleased to offer you a bonus package as part of your employment with [Company Name]. This letter outlines the terms and conditions of your Sign-On Bonus and your Retention Bonus.

1. Sign-On Bonus

The Company will pay you a one-time sign-on bonus in the amount of \$[Amount]. This bonus will be paid in the first regular payroll cycle following your start date, subject to applicable taxes and withholdings.

2. Retention Bonus

As an incentive to remain with the Company, you are eligible for a retention bonus of \$[Amount]. This bonus will be paid on [Date or Milestone], provided you remain actively employed and in good standing with the Company through that date.

3. Repayment Provisions

If you voluntarily terminate your employment or are terminated by the Company for cause within [Number] months of your start date, you agree to repay the Company the full gross amount of the Sign-On Bonus and any Retention Bonus paid to date. This repayment must be made within [Number] days of your final date of employment.

4. Confidentiality

The terms of this agreement are confidential and should not be discussed with other employees.

By signing below, you acknowledge that you have read, understand, and agree to the terms listed above.

[Authorized Representative Signature]

[Employee Signature]

Date: _____