

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

[Date]

[Employee Name]
[Employee Address]

RE: SIGN-ON BONUS AGREEMENT

Dear [Employee Name],

In connection with your Fixed-Term Employment Agreement starting on [Start Date] and ending on [End Date], [Company Name] (the "Company") is pleased to offer you a one-time sign-on bonus of \$[Amount] (the "Bonus").

1. Payment Terms

The Bonus will be paid in a lump sum, less applicable tax withholdings, on the first regularly scheduled payday following your start date.

2. Repayment Conditions

This Bonus is contingent upon your continued employment through the full duration of your fixed-term contract. Should you voluntarily resign or be terminated for "Cause" prior to the contract end date of [End Date], you agree to repay the Company the full amount of the Bonus within [Number] days of your final date of employment.

3. Confidentiality

The terms of this Bonus agreement are confidential and should not be disclosed to any third party or other employees of the Company.

4. Acknowledgment

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

Sincerely,

[Sender Name]
[Sender Title]

Employee Acceptance:

[Employee Signature]

[Date]