

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Dear [Employee Name],

We are pleased to offer you a one-time sign-on bonus in connection with your employment as [Job Title] at [Company Name]. This letter outlines the terms and conditions of this payment.

1. Bonus Amount

The Company will pay you a gross amount of \$[Amount]. This bonus is subject to all applicable federal, state, and local tax withholdings.

2. Payment Schedule

The sign-on bonus will be paid in a lump sum within [Number] days of your start date, provided you are actively employed by the Company on the date of payment.

3. Repayment Provisions

This bonus is paid as an incentive for long-term commitment. By accepting this bonus, you agree to the following repayment terms if your employment ends within [Number] months of your start date:

- If you resign voluntarily or are terminated for cause within [Number] months, you must repay 100% of the gross bonus amount.
- If you resign voluntarily or are terminated for cause between [Number] and [Number] months, you must repay [Percentage]% of the gross bonus amount.

4. Method of Repayment

In the event that repayment is required, you authorize the Company to deduct the owed amount from your final paycheck or any other compensation due to you, to the extent permitted by law. Any remaining balance must be paid to the Company within 30 days of your departure.

5. Not a Guarantee of Employment

This agreement does not constitute a contract of employment for any specific period. Your employment remains "at-will," meaning either you or the Company may terminate the relationship at any time, with or without cause or notice.

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

For the Company:

[Name and Title]

Accepted and Agreed:

[Employee Name]

Date: _____