

GRADUATE PROGRAM SIGN-ON BONUS AGREEMENT

Date: [Insert Date]

To: [Graduate Name]

Address: [Insert Address]

Dear [Graduate Name],

This letter outlines the terms and conditions of the sign-on bonus offered to you as part of your enrollment in the [Company/University Name] Graduate Program.

1. Bonus Amount

The Company agrees to pay you a one-time sign-on bonus in the amount of \$[Amount] (the "Bonus"), subject to applicable tax withholdings.

2. Payment Schedule

The Bonus will be paid to you in your first regular payroll cycle following your official start date of [Start Date].

3. Repayment Terms

By signing this agreement, you agree that if you voluntarily terminate your employment or leave the Graduate Program, or if you are terminated for cause within [Number, e.g., 12] months of your start date, you will be required to repay the Bonus in full to the Company.

4. Repayment Procedure

Any repayment due under this agreement must be paid within [Number] days of your final date of employment. The Company reserves the right to deduct any owed amounts from your final paycheck or other compensation owed to you, to the extent permitted by law.

5. Acknowledgment

This agreement does not constitute an employment contract for a specific period of time. Your employment remains "at-will."

Please sign and return this letter to [Department Name] by [Deadline Date] to indicate your acceptance of these terms.

For the Company:

[Name and Title]

Graduate Acceptance:

[Graduate Signature]

Date: _____