

PART-TIME EMPLOYEE SIGN-ON BONUS AGREEMENT

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert ID Number]

Dear [Insert Employee Name],

We are pleased to offer you a sign-on bonus as part of your part-time employment with [Insert Company Name]. This letter outlines the terms and conditions of this bonus.

1. Bonus Amount:

The Company agrees to pay you a one-time sign-on bonus in the amount of \$[Insert Amount]. This bonus is subject to applicable payroll taxes and withholdings.

2. Payment Schedule:

The bonus will be paid in the following manner: [Insert Payment Timing, e.g., in the first paycheck following 30 days of active employment].

3. Repayment Terms:

By signing this agreement, you agree that if your employment is terminated by the Company for cause, or if you voluntarily resign your position before completing [Insert Number, e.g., 12 months] of continuous service, you will be required to repay the bonus to the Company as follows:

- Resignation/Termination within [Insert Months]: 100% repayment.
- Resignation/Termination between [Insert Months] and [Insert Months]: [Insert Percentage]% repayment.

4. Authorization for Deduction:

In the event that repayment is required, you hereby authorize the Company to deduct the owed amount from your final paycheck or any other amounts owed to you by the Company, to the extent permitted by law.

5. No Guarantee of Employment:

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

Please indicate your acceptance of these terms by signing below.

For the Company:

[Insert Name and Title]

Employee Acceptance:

[Insert Employee Name]

Date: _____