

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

[Date]

[Employee Name]
[Employee Address]

Subject: Equity and Cash Sign-On Bonus Agreement

Dear [Employee Name],

We are pleased to offer you a sign-on bonus package as part of your employment with [Company Name] (the "Company"). This letter outlines the terms and conditions of your cash bonus and equity grant.

1. Cash Sign-On Bonus

The Company will pay you a one-time gross cash bonus in the amount of \$[Amount]. This bonus will be paid in your first regularly scheduled paycheck following your start date, subject to applicable taxes and withholdings.

2. Equity Grant

Subject to approval by the Board of Directors, you will be granted [Number] [Stock Options/Restricted Stock Units]. The exercise price or value will be determined based on the fair market value at the time of the grant. These units will vest over a [Number]-year period according to the following schedule: [e.g., 25% after one year, with the remainder vesting monthly/quarterly thereafter].

3. Repayment Provisions

In the event that 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 cash bonus in full. Additionally, any unvested equity will be forfeited upon your termination date.

4. Confidentiality

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

By signing below, you acknowledge that you have read, understand, and agree to the terms set forth in this agreement.

Sincerely,

[Name of Authorized Representative]
[Title]
[Company Name]

Accepted and Agreed:

[Employee Signature]

Date: _____