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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Retention Bonus Agreement

Dear [Employee Name],

In recognition of your valuable contributions and continued commitment to [Company Name], we are pleased to offer you a retention bonus.

Bonus Amount: The company will pay you a one-time retention bonus of $[Amount] (subject to standard tax withholdings).

Terms of Payment: To earn this bonus, you must remain actively employed with the company in good standing through [Retention Date]. The bonus will be paid in a lump sum on the first regularly scheduled payday following that date.

Conditions: If your employment is terminated for cause or if you voluntarily resign prior to [Retention Date], you will not be eligible to receive this bonus. This agreement does not constitute an employment contract for any specific period and does not alter your status as an at-will employee.

Please indicate your acceptance of these terms by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment and Acceptance:

I accept the terms of the retention bonus as outlined above.

Employee Signature: _____ Date: _____