Date: [Insert Date]

To: [Executive Name]
Position: [Job Title]

Subject: Executive Retention Bonus Agreement

Dear [Executive Name],

As [Company Name] continues to work toward its strategic goals, we recognize that your leadership and expertise are critical to our future success. To ensure your continued commitment to the organization, the Company is pleased to offer you a Retention Bonus under the terms outlined below.

1. Retention Bonus Amount
The Company agrees to pay you a one-time cash retention bonus in the gross amount of $[Amount] (the "Bonus"), less applicable tax withholdings and deductions.

2. Retention Period
To earn this Bonus, you must remain actively employed in good standing with the Company through [Date] (the "Retention Date").

3. Payment Terms
The Bonus will be paid in a lump sum within [Number] days following the Retention Date, provided that you have not submitted a resignation or been terminated for cause prior to that date.

4. Repayment Provisions
In the event that you voluntarily resign your employment or are terminated by the Company for cause within [Number] months following the payment date, you agree to repay the Company [Percentage]% of the gross Bonus amount within 30 days of your departure.

5. Confidentiality
The terms of this Agreement are strictly confidential and may not be disclosed to any third party, other than your legal or financial advisors, without written consent from the Company.

6. At-Will Employment
This Agreement does not constitute an employment contract for a specific term. Your employment remains "at-will," meaning either you or the Company may terminate the relationship at any time, with or without cause.

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

Sincerely,

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

Acceptance:

I accept the terms of this Executive Retention Bonus Agreement.

Signature: _____ Date: _____