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

[Date]

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

Subject: Retention Bonus Offer

Dear [Employee Name],

Because of your critical role and valued contributions to [Company Name], we are pleased to offer you a Retention Bonus. This bonus is intended to recognize your importance to our future success and to encourage your continued commitment to the team.

Bonus Amount:
The company will pay you a total gross bonus of $[Amount].

Payment Terms:
To receive this bonus, you must remain actively employed with [Company Name] in good standing through [End Date]. The bonus will be paid in a lump sum on the first regularly scheduled payday following [End Date].

Conditions:
If your employment is terminated by the company for cause, or if you voluntarily resign before [End Date], you will not be eligible for this bonus. This payment is subject to all applicable federal, state, and local tax withholdings.

Confidentiality:
The terms of this offer are confidential and should not be discussed with other employees.

Please acknowledge your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acceptance:

I accept the terms of this Retention Bonus offer.

Signature: _____ Date: _____