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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Project Completion Retention Bonus Agreement

Dear [Employee Name],

In recognition of your critical role and continued contributions to the [Project Name], we are pleased to offer you a Project Completion Retention Bonus. This bonus is intended to incentivize your continued employment and dedication through the successful conclusion of this project.

Bonus Amount:
You are eligible to receive a one-time gross bonus of $[Amount].

Terms and Conditions:

- **Completion Date:** The project is currently scheduled for completion on [Projected End Date].
- **Eligibility:** To receive this bonus, you must remain actively employed with [Company Name] in good standing through the official project sign-off date.
- **Payment Date:** The bonus will be paid in the first full payroll cycle following the successful completion and delivery of the project.
- **Employment Status:** If you voluntarily resign or are terminated for cause prior to the payment date, you will not be eligible for this bonus.

Please note that this bonus is subject to standard supplemental tax withholdings. This agreement does not constitute a contract of employment for any specific period; your employment remains "at-will."

We appreciate your hard work and commitment to making [Project Name] a success. Please sign and return a copy of this letter by [Deadline Date] to indicate your acceptance of these terms.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment and Acceptance:

I accept the terms of the Project Completion Retention Bonus as outlined above.

Signature: _____ Date: _____