[Date]

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

Re: Retention Bonus Agreement

Dear [Employee Name],

In recognition of your continued contributions to [Company Name] (the "Company"), we are pleased to offer you a Retention Bonus. This bonus is designed to encourage your ongoing commitment to the Company during [specific project/transition period/timeframe].

Bonus Amount: The Company will award you a total retention bonus in the amount of $[Amount] (the "Bonus").

Payment Schedule: Payment of this Bonus is deferred and will be paid according to the following schedule, provided you remain actively employed by the Company through each respective date:

- [Amount or Percentage] to be paid on [Date 1]
- [Amount or Percentage] to be paid on [Date 2]

Terms and Conditions:

- **Continuous Employment:** To receive any portion of the Bonus, you must be an active employee of the Company in good standing on the scheduled payment date.
- **Termination:** If your employment is terminated by the Company for cause, or if you resign voluntarily before a payment date, you will forfeit any unpaid portion of the Bonus.
- **Taxation:** The Bonus is subject to all applicable federal, state, and local tax withholdings.
- **Confidentiality:** You agree to keep the terms and existence of this agreement confidential.

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

Sincerely,

[Name of Authorized Official]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I accept the terms of the Retention Bonus as described above.

_____
[Employee Signature]

_____
[Date]