CONFIDENTIAL

[Date]

[Employee Name]
[Employee ID]
[Department]

Re: Retention Bonus Agreement

Dear [Employee Name],

We value your contributions to [Company Name] and recognize the importance of your role within the organization. To encourage your continued commitment, we are pleased to offer you a one-time retention bonus.

Bonus Amount: The Company will pay you a gross retention bonus in the amount of $[Amount].

Payment Terms: This bonus will be paid on [Date] provided that you remain actively employed and in good standing with the Company through [End Date]. The payment is subject to all applicable taxes and withholdings.

Confidentiality: This offer and its terms are strictly confidential. You agree not to disclose the existence or details of this bonus to any other employees or third parties, except as required by law or for financial planning purposes.

Conditions: If you voluntarily resign or are terminated for cause prior to [End Date], you will not be eligible for this payment. This letter does not constitute an employment contract or a guarantee of continued employment for any specific period.

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

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment and Acceptance:

_____
[Employee Signature]

_____
[Date]