[Your Name]
[Your Title]
[Department]

[Date]

[Manager Name]
[Manager Title]

Subject: Proposal for Critical Role Retention Bonus - [Employee Name]

Dear [Manager Name],

I am writing to propose a retention bonus for [Employee Name], who currently serves as [Job Title]. This request is based on their exceptional performance and the critical nature of their role within the [Department Name] team.

Business Impact and Criticality
[Employee Name] is responsible for [Key Project or Function]. Their specialized knowledge in [Skillset] and their historical context regarding our current workflows make them indispensable. The departure of this individual would result in [describe specific risks, e.g., project delays, loss of institutional knowledge, or high recruitment costs].

Performance Highlights
Over the past [Time Period], [Employee Name] has achieved the following:
- [Achievement 1]
- [Achievement 2]

Proposed Terms
To ensure the continued stability of this function, I propose the following retention incentive:
- **Bonus Amount:** [Dollar Amount or % of Salary]
- **Structure:** [e.g., One-time payment or split over 12 months]
- **Condition:** The employee must remain with the company for a period of [e.g., 12 or 24 months] from the date of signing.

I believe this proactive measure is a cost-effective alternative to the significant expenses associated with turnover and retraining for such a specialized position. I look forward to discussing this proposal with you further.

Sincerely,

[Your Signature]
[Your Printed Name]