Date: [Insert Date]

To: [Employee Name]

Subject: Retention Bonus Agreement

Dear [Employee Name],

As [Company Name] undergoes a period of organizational restructuring, we recognize that your continued contribution and expertise are vital to our success and stability. To encourage your commitment during this transition, we are pleased to offer you a Retention Bonus.

1. Bonus Amount
You are eligible to receive a one-time cash bonus of $[Amount], less applicable tax withholdings.

2. Payment Terms
To qualify for this bonus, you must remain actively employed in good standing with the company through [End Date/Milestone Date]. The bonus will be paid in the first payroll cycle following this date.

3. Conditions
If you voluntarily resign or are terminated for cause prior to [End Date/Milestone Date], you will not be eligible for this payment. This agreement does not alter your status as an at-will employee.

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

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acceptance:

Signature: _____ Date: _____