[Company Letterhead]

[Date]

[Recipient Name]
[Title]
[Department]

Subject: Retention Bonus Agreement

Dear [Recipient Name],

As [Company Name] continues to work toward its strategic goals, the leadership team recognizes that your expertise and leadership are critical to our ongoing success and stability. To demonstrate our commitment to your future with the organization, we are pleased to offer you a Retention Bonus.

Bonus Amount:
The Company will pay you a one-time, gross cash retention bonus in the amount of $[Amount] (the "Bonus"), subject to applicable tax withholdings.

Retention Period and Payment:
To earn this Bonus, you must remain actively employed in good standing with the Company through [Date] (the "Retention Date"). The Bonus will be paid in a lump sum on the first regularly scheduled payday following the Retention Date.

Terms and Conditions:

- **Employment Status:** You must be an active employee on the date of payment. If you voluntarily resign or are terminated for cause prior to the Retention Date, you will not be eligible to receive the Bonus.
- **Confidentiality:** The terms of this agreement are strictly confidential and should not be discussed with other employees.
- **At-Will Employment:** This letter does not constitute an employment contract or guarantee employment for any specific period. Your employment remains "at-will."

We appreciate your dedication and look forward to your continued contributions to [Company Name]. Please indicate your acceptance of these terms by signing and returning this letter by [Deadline Date].

Sincerely,

[Signature]
[Name of Executive]
[Title]

Acceptance:

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

Signature: _____ Date: _____