

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Discretionary Retention Bonus Award

Dear [Employee Name],

We are pleased to inform you that you have been selected to receive a discretionary retention bonus in the amount of \$[Amount]. This award is a reflection of our appreciation for your continued commitment, hard work, and the valuable contributions you make to [Company Name].

This bonus will be paid to you on [Date] via [Payment Method, e.g., direct deposit]. Please note that this amount is subject to all applicable federal, state, and local tax withholdings.

To receive and retain this bonus, the following conditions apply:

- You must remain actively employed with the company through [End Date/Milestone].
- You must maintain a satisfactory performance rating during this period.
- [Optional: Insert additional terms or repayment clauses here].

This bonus is a one-time discretionary payment and does not guarantee future bonuses or changes to your base compensation. We ask that you keep the details of this award confidential.

Thank you for your ongoing dedication to the team. We look forward to your continued success with us.

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]

Acknowledgment

I, [Employee Name], accept the terms of this discretionary retention bonus.

Signature: _____ Date: _____