[Company Header/Logo]

[Date]

[Employee Name]
[Employee Address]
[Employee ID]

**Subject: Retention Bonus Agreement**

Dear [Employee Name],

We value your continued contribution to [Company Name]. To encourage your ongoing commitment during the remaining term of your contract, the company is pleased to offer you a retention bonus.

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

**2. Terms of Payment:** To receive this bonus, you must remain actively employed and in good standing with the company through [End Date/Milestone Date]. The bonus will be paid on the first scheduled payroll date following this date.

**3. Conditions:** If you voluntarily terminate your employment or are terminated for cause prior to [End Date/Milestone Date], you will not be eligible for this bonus. This agreement does not alter the "at-will" nature of your employment or the expiration date of your current contract.

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

Please sign and return a copy of this letter by [Deadline Date] to indicate your acceptance of these terms.

Sincerely,

[Sender Name]
[Sender Title]

**Acknowledgment and Acceptance:**

_____
[Employee Signature]

_____
[Date]