Date: [Date]

To: [Employee Name]

Subject: Guaranteed Sign-On Installment Bonus Agreement

Dear [Employee Name],

We are pleased to offer you a guaranteed sign-on bonus in the total amount of $[Total Amount]. This bonus will be paid to you in installments, subject to your continued employment in good standing with [Company Name].

The bonus will be distributed according to the following schedule:

- **First Installment:** $[Amount] to be paid on [Date or Pay Period].
- **Second Installment:** $[Amount] to be paid on [Date or Pay Period].
- **Third Installment:** $[Amount] to be paid on [Date or Pay Period].

Please note that all payments are subject to applicable federal, state, and local tax withholdings. To receive each installment, you must be actively employed by the company on the scheduled payment date.

If you voluntarily resign or are terminated for cause before any installment is paid, you forfeit the right to receive any future payments. [Optional: If you leave the company within [Number] months of receiving a payment, you may be required to repay a prorated portion of the bonus.]

By signing below, you acknowledge and accept the terms of this bonus agreement.

Best regards,

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

Employee Acceptance:

Signature: _____

Date: _____