

LUMP SUM RELOCATION BONUS AGREEMENT

Date: [Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Dear [Employee Name],

This letter confirms the agreement between [Company Name] (the "Company") and you regarding a one-time lump sum relocation bonus to assist with your move to [Location].

1. Payment Terms

The Company agrees to pay you a gross lump sum amount of \$[Amount]. This payment will be made on [Date/Pay Period] via the standard payroll process. This amount is subject to all applicable federal, state, and local tax withholdings.

2. Purpose

This bonus is intended to cover all personal expenses related to your relocation, including but not limited to moving services, travel, temporary housing, and incidental costs. No further relocation reimbursements will be provided by the Company.

3. Repayment Condition

In the event that you voluntarily terminate your employment or are terminated for cause within [Number] months of your start date at the new location, you agree to repay the relocation bonus to the Company on the following schedule:

- Termination within [0-6] months: 100% repayment.
- Termination within [6-12] months: 50% repayment.

4. Acceptance

By signing below, you acknowledge that you have read, understood, and agreed to the terms of this relocation bonus.

[Name of Company Representative]

[Title]

[Date]

[Employee Signature]

[Date]