

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

[Date]

[Employee Name]  
[Employee Address]

**Subject: Sign-On and Relocation Bonus Agreement**

Dear [Employee Name],

We are pleased to offer you a sign-on bonus and relocation assistance in connection with your employment as [Job Title] at [Company Name].

**1. Sign-On Bonus**

You will receive a one-time sign-on bonus of \$[Amount], less applicable taxes and withholdings. This bonus will be paid on the first regularly scheduled payday following your start date of [Start Date].

**2. Relocation Bonus**

To assist with your move to [Location], the company will provide a relocation allowance of \$[Amount]. This amount will be paid as a [lump sum / reimbursement] within [Number] days of your start date, subject to all applicable taxes.

**3. Repayment Terms**

By accepting these bonuses, you agree that if you voluntarily resign or are terminated for cause within [Number] months of your start date, you will be required to repay the company a prorated amount of the total bonuses received. The repayment schedule is as follows:

- 100% repayment if leaving within [Number] months.
- 50% repayment if leaving between [Number] and [Number] months.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Sender Name]  
[Sender Title]

**Acceptance:**

---

[Employee Signature]

---

[Date]