

Date: [Insert Date]

To: [Executive Name]

Position: [Executive Job Title]

Subject: Executive Retention and Target Bonus Agreement

Dear [Executive Name],

This letter outlines the terms of your Retention and Target Bonus Agreement with [Company Name] (the "Company"). The purpose of this agreement is to incentivize your continued leadership and contribution to the Company's strategic goals.

1. Retention Bonus

The Company agrees to pay you a one-time retention bonus in the amount of \$[Amount] (the "Retention Bonus"). This bonus is subject to your continued employment in good standing through [Retention Date]. The payment will be made in the first payroll cycle following the Retention Date.

2. Annual Target Bonus

Beginning in the [Year] fiscal year, you are eligible to earn an annual performance bonus with a target amount of [Percentage]% of your base salary. The actual payout will be determined based on the achievement of specific Company and individual performance milestones as established by the Board of Directors.

3. Conditions of Payment

To receive the Retention Bonus, you must remain actively employed by the Company through the designated payment date. If your employment is terminated by the Company for Cause, or if you resign without Good Reason prior to the Retention Date, no portion of the bonus shall be earned or paid.

4. Tax Withholding

All payments described in this agreement are subject to applicable federal, state, and local tax withholdings.

5. Confidentiality

You agree to keep the terms of this agreement confidential, disclosing them only to your legal or financial advisors, or as required by law.

6. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the State of [State Name].

Please acknowledge your acceptance of these terms by signing below and returning this letter by [Deadline Date].

Sincerely,

[Name of Authorized Officer]

[Title]

[Company Name]

Acceptance:

I, [Executive Name], accept the terms and conditions set forth in this Executive Retention and Target Bonus Agreement.

Signature: _____ Date: _____