

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Subject: Confirmation of Sign-On Bonus and Annual Target Bonus

Dear [Candidate Name],

This letter serves to formally confirm the incentive compensation components of your employment offer for the position of [Job Title] with [Company Name].

1. Sign-On Bonus

You will receive a one-time gross sign-on bonus in the amount of \$[Amount]. This bonus will be paid in your first regular payroll cycle following your start date. This bonus is subject to applicable tax withholdings. Should you voluntarily resign or be terminated for cause within [Number] months of your start date, you agree to transition the full amount back to the company.

2. Annual Target Bonus

You are eligible to participate in the [Year] Executive Incentive Plan. Your annual target bonus is [Percentage]% of your base salary, which equates to \$[Amount] annually at your current rate of pay. The actual payout is based on the achievement of specific company performance goals and individual key performance indicators (KPIs). Bonuses are typically paid in [Month] of the following calendar year.

3. Terms of Employment

Please note that this letter is not a contract of employment for any specific period. Your employment remains "at-will," meaning either you or [Company Name] may terminate the relationship at any time, with or without cause or notice.

To indicate your acceptance of these terms, please sign and return a copy of this letter by [Date].

Sincerely,

[Sender Name]

[Title]

[Company Name]

Acknowledgment and Acceptance:

[Candidate Signature]

[Date]