

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

[Date]

[Executive Name]
[Executive Title]

Subject: Notification of Early Contract Renewal Bonus

Dear [Executive Name],

On behalf of [Company Name], I would like to express our appreciation for your leadership and the significant contributions you have made to our organization. In recognition of your continued commitment, we are pleased to offer you an early renewal of your executive employment agreement.

In connection with your early acceptance of this renewal, the company is granting you a one-time Early Renewal Bonus in the amount of \$[Amount].

Terms of the Bonus:

- **Payment Date:** The bonus will be paid in a lump sum on the next scheduled payroll date following the formal execution of your renewed agreement.
- **Taxation:** This payment is subject to all applicable federal, state, and local tax withholdings.
- **Retention Requirement:** This bonus is contingent upon your continued employment. Should you voluntarily resign or be terminated for cause within [Number] months of the signing date, you agree to repay the gross amount of the bonus to the company.

Your renewed contract, which includes updated terms regarding [Compensation/Benefits/Duration], is attached for your review. Please return a signed copy of both the contract and this letter by [Deadline Date] to formalize this agreement.

We look forward to your ongoing leadership as we continue to grow [Company Name].

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]

Acknowledgment

I, [Executive Name], accept the terms of the Early Contract Renewal Bonus as outlined above.

Signature: _____ Date: _____