

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

[Date]

[Employee Name]  
[Employee ID]  
[Department]

**Subject: Early Contract Renewal and Retention Bonus Offer**

Dear [Employee Name],

We would like to express our sincere appreciation for your hard work and dedication to [Company Name]. Your contributions have been vital to our success, and we are eager to ensure your continued presence on our team.

Although your current employment contract is scheduled to expire on [Current Expiry Date], we would like to offer you the opportunity to renew your contract early for an additional period of [Number] years.

**Retention Bonus Offer**

As a token of our appreciation for your loyalty and commitment, we are offering you a one-time Retention Bonus of \$[Amount].

The terms of this bonus are as follows:

- **Acceptance:** To receive this bonus, you must sign the attached contract renewal by [Deadline Date].
- **Payment:** The bonus will be paid in a lump sum on the first payroll following the signature of the renewal.
- **Retention Requirement:** This bonus is subject to a "clawback" provision. Should you voluntarily resign or be terminated for cause within [Number] months of signing the renewal, you will be required to repay the full amount of the bonus to the company.

All other terms and conditions of your employment will remain in accordance with company policy and your renewed employment agreement.

We value your talent and hope you choose to continue your professional journey with us. Please sign and return the attached renewal agreement if you wish to accept this offer.

Sincerely,

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

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**Acknowledgment**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_