

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

[Date]

[Employee Name]
[Job Title]
[Department]

Subject: Early Contract Renewal and Retention Bonus

Dear [Employee Name],

On behalf of the Management Team, I would like to express our sincere appreciation for your leadership and contributions to [Company Name]. Your performance has been instrumental to our recent successes.

Although your current employment agreement is not set to expire until [Current Expiry Date], we would like to offer you the opportunity for an early contract renewal. We believe that securing your continued leadership is vital to the company's long-term strategy.

By signing the enclosed contract extension by [Deadline Date], you will be eligible for an Early Renewal Bonus in the amount of \$[Amount]. This bonus will be paid as a one-time lump sum on the next scheduled payroll following the execution of the new agreement.

Key Terms of the Renewal:

- **New Expiration Date:** [New Date]
- **Bonus Amount:** \$[Amount] (Subject to applicable taxes)
- **Retention Requirement:** [Detail any repayment terms if the employee leaves before a certain date]

Please review the attached contract. If you accept these terms, please sign and return the documents to the Human Resources department by [Date].

We look forward to your continued commitment and the future milestones we will achieve together.

Sincerely,

[Name]
[Title]
[Company Name]