

**CONFIDENTIAL**

[Date]

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

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

Dear [Employee Name],

We are pleased to formally offer you an early renewal of your employment contract with [Company Name]. Your contributions have been invaluable, and we would like to ensure your continued commitment to the team well in advance of your current contract expiration date.

**New Contract Terms:**

The terms of your current agreement will be extended for a period of [Number] years, effective from [New Start Date] through [New End Date]. All other standard terms and conditions of your employment remain in effect.

**Early Renewal Bonus:**

In recognition of your early commitment, [Company Name] is pleased to offer you a one-time gross signing bonus of \$[Amount]. This bonus will be paid in a single lump sum on the first regularly scheduled payday following the signing of your new contract.

**Repayment Provision:**

Please note that this bonus is subject to a retention period. Should you voluntarily resign or be terminated for cause within [Number] months of the new contract start date, you agree to repay the full gross amount of the bonus to the company.

**Confidentiality:**

This offer and the specific financial terms contained herein are strictly confidential. We request that you do not discuss this bonus or the terms of your renewal with any other employees or third parties.

To accept this offer, please sign and return this letter along with the enclosed contract extension by [Expiration Date].

We look forward to your continued success with us.

Sincerely,

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

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**Acknowledgment and Acceptance:**

I accept the terms of the early contract renewal and the associated bonus as outlined above.

\_\_\_\_\_  
[Employee Signature]

\_\_\_\_\_  
[Date]