

[Company Name]
[Department]
[Date]

RE: Early Contract Renewal Bonus Agreement

Dear [Employee Name],

We are pleased to offer you an early renewal of your employment contract for the period of [Start Date] to [End Date]. In recognition of your continued commitment to [Company Name], you are eligible for a structured renewal bonus totaling \$[Total Amount].

This bonus will be distributed according to the following milestone schedule:

- **Initial Payment:** \$[Amount] to be paid on [Date or First Payroll after Signing].
- **Mid-Term Payment:** \$[Amount] to be paid on [Date].
- **Retention Payment:** \$[Amount] to be paid on [Date].

Terms and Conditions:

- Payments are subject to applicable supplemental tax withholdings.
- You must remain an active employee in good standing at the time of each scheduled payment.
- Should you voluntarily terminate your employment or be terminated for cause prior to [Date], any unvested portions of the bonus will be forfeited, and previously paid portions may be subject to pro-rated repayment as per company policy.

To accept this early renewal and the associated bonus structure, please sign and return this letter by [Deadline Date].

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment and Acceptance:

I accept the terms of the Structured Early Contract Renewal Bonus as outlined above.

Signature: _____ Date: _____