

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Current Assignment:** [Insert Host Country/Location]

**Subject: Early Contract Renewal Bonus Agreement**

Dear [Employee Name],

We are pleased to formally recognize your continued contribution and success during your expatriate assignment in [Host Country]. In appreciation of your commitment to [Company Name], we would like to offer you an Early Contract Renewal Bonus in exchange for extending your current international assignment.

**Renewal Terms:**

- **Extended End Date:** Your assignment is now extended until [New End Date].
- **Bonus Amount:** A one-time gross payment of [Currency/Amount].
- **Payment Date:** This bonus will be paid in the first payroll cycle following the signing of this letter.

**Conditions:**

This bonus is subject to applicable taxes and withholdings. By signing this letter, you agree that should you voluntarily resign or if your employment is terminated for cause prior to [Date/End of Extension], you will be required to repay the bonus amount in full on a pro-rata basis.

All other terms and conditions of your original expatriate assignment letter and international policy remain in effect.

Please sign and return a copy of this letter by [Deadline Date] to confirm your acceptance of this renewal and the associated bonus.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

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**Employee Acceptance:**

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

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