

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Contingency Success Bonus Agreement

Dear [Employee Name],

This letter outlines the terms of a one-time contingency success bonus offered to you by [Company Name]. This bonus is designed to reward your contributions toward the successful completion of [Project Name/Transaction Name].

1. Bonus Amount

You are eligible to receive a gross bonus amount of \$[Amount] (the "Bonus"), subject to applicable tax withholdings and deductions.

2. Performance Contingency

The payment of this Bonus is strictly contingent upon the successful completion of the following milestone: [Describe specific event, e.g., the closing of the acquisition of Company X / the launch of Project Y]. If this event does not occur by [Date], this agreement shall become void.

3. Employment Requirement

To receive the Bonus, you must remain actively employed by [Company Name] and must not have provided notice of resignation as of the date the Bonus is paid. If your employment is terminated for "Cause" prior to the payment date, you forfeit all rights to the Bonus.

4. Payment Schedule

The Bonus will be paid in a single lump sum within [Number] days following the successful completion of the contingency described in Section 2.

5. Confidentiality

The terms of this bonus agreement are strictly confidential. Disclosure of these terms to any third party or other employees may result in the forfeiture of the Bonus.

6. At-Will Employment

This letter does not constitute a contract of employment for a specific term. Your employment remains "at-will."

Please sign and return a copy of this letter to signify your acceptance of these terms.

Sincerely,

[Name of Authorized Representative]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms and conditions of the Contingency Success Bonus as outlined above.

Signature: _____ Date: _____