

## **ADDENDUM TO OFFER LETTER**

Date: [Date]

Employee Name: [Employee Name]

Employee Address: [Employee Address]

Dear [Employee Name],

This letter serves as an addendum to your original offer letter dated [Date of Original Offer]. All other terms and conditions of your employment remain unchanged.

### **Sign-On Bonus:**

The Company is pleased to offer you a one-time sign-on bonus in the amount of \$[Amount]. This bonus will be paid in a lump sum on the first regularly scheduled payday following your start date, subject to applicable tax withholdings.

### **Repayment Provision:**

By signing this addendum, you agree that if you voluntarily terminate your employment with the Company or if your employment is terminated by the Company for cause within [Number] months of your start date, you will be required to repay the full amount of the sign-on bonus to the Company within 30 days of your last day of employment.

Please acknowledge your acceptance of this addendum by signing and returning a copy to Human Resources by [Date].

Sincerely,

[Name of Representative]

[Title]

[Company Name]

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### **Acceptance:**

I accept the terms of this Sign-On Bonus Addendum.

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