

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

[Date]

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

Subject: Retention Bonus Offer

Dear [Employee Name],

We value your contributions and commitment to [Company Name]. To show our appreciation for your continued service, we are pleased to offer you a retention bonus.

Bonus Amount: You are eligible to receive a one-time bonus of \$[Amount].

Terms of Payment: This bonus will be paid to you on [Date], provided that you remain actively employed with the company in good standing through [Retention Date].

Conditions:

- The bonus is subject to applicable supplemental tax withholdings.
- If you voluntarily resign or are terminated for cause before [Retention Date], you will not be eligible to receive this payment.
- This offer is confidential and should not be discussed with other employees.

Please acknowledge your acceptance of this offer by signing and returning this letter by [Deadline Date].

Sincerely,

[Your Name]
[Your Title]

Acknowledgment:

I accept the terms of the retention bonus as outlined above.

[Employee Signature]

[Date]