

RETENTION BONUS AGREEMENT LETTER

Location: _____ Date: _____

Employee Information:

Full Name: _____

Employee ID: _____

Department/Position: _____

Retention Bonus Terms:

Bonus Amount: _____ USD

Bonus Eligibility Period: _____

Payment Method: _____

Agreement Clauses:

1. Purpose of Agreement

This Retention Bonus Agreement Letter (the “Agreement”) sets forth the terms and conditions under which the Company agrees to pay the Employee a retention bonus to incentivize continued employment.

2. Eligibility

Employee must remain actively employed with the Company throughout the entire Bonus Eligibility Period defined above. Termination of employment for any reason, voluntary or involuntary, prior to the end of this period will result in forfeiture of the retention bonus.

3. Payment of Bonus

Subject to Employee’s fulfillment of the conditions herein, the Retention Bonus shall be paid in a lump sum within thirty (30) days after the completion of the Bonus Eligibility Period, less all applicable taxes and withholdings.

4. No Additional Compensation

The Retention Bonus is a one-time payment and does not constitute a guarantee or promise of additional compensation or future bonuses.

5. Compliance with Company Policies

Employee agrees to continue to comply with all Company policies, rules, and regulations during the Bonus Eligibility Period.

6. At-Will Employment

Nothing in this Agreement shall modify the at-will nature of Employee’s employment. Either party may terminate the employment relationship at any time, with or without cause or notice, subject to the terms regarding retention bonus eligibility.

7. Confidentiality

Employee shall keep the terms of this Agreement and any information related thereto strictly confidential, except as required by law or authorized by the Company in writing.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the United States and the State applicable to the Company's principal place of business.

9. Entire Agreement

This Agreement constitutes the entire understanding between the parties with respect to the subject matter herein and supersedes all prior agreements or understandings, whether written or oral.

10. Amendments

Any amendment or modification to this Agreement must be in writing and signed by both parties.

11. Severability

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

12. Acceptance

Employee acknowledges having read and understood the terms of this Agreement and accepts the Retention Bonus subject to these terms.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

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