

Retention Bonus Sample Language

Example A:

Now that you have successfully completed the period of service of [*enter amount of period of service*], we are pleased to offer you a retention bonus of [*amount*]. This bonus will be paid as a one-time payment on your regular paycheck, as soon as administratively possible. This retention bonus is taxable, and all applicable payroll taxes will be withheld.

Example B:

As discussed, we are pleased to offer you a retention bonus of [*amount*]. This bonus will be paid as a one-time payment on your regular paycheck, after you complete the period of service of [*enter amount of period of service*]. This retention bonus is taxable, and all applicable payroll taxes will be withheld. If you separate from the position prior to completing the period of service, the retention bonus payment will be forfeited.

Example C:

As discussed, we are pleased to offer you a retention bonus of [*amount*]. This bonus will be paid in [*enter number of installments*] installment payments on your regular paycheck, with a period of service of [*enter amount of period of service*]. The first payment of [*amount*] will be paid after [*enter number of months of first period of service*] months and the second payment of [*amount*] will be paid after [*enter number of months of second period of service*]. This retention bonus is taxable, and all applicable payroll taxes will be withheld.

If you separate from the position prior to the entire retention bonus being paid out, all future installment payments will be forfeited. [*If applicable, add*] If you separate from the position prior to completing the agreed upon period of service, you will be required to pay back a pro-rata portion of the hiring bonus payment. The amount of re-payment will be pro-rated based on the number of months you were in the bonus-eligible position.

Example D:

As discussed, we are pleased to offer you a retention bonus of [*amount*]. This bonus will be paid as an advance, one-time payment on your regular paycheck, as soon as administratively possible, with a period of service of [*enter amount of period of service*]. This retention bonus is taxable, and all applicable payroll taxes will be withheld.

If you separate from the position prior to completing the agreed upon period of service, you will be required to pay back a pro-rata portion of the retention bonus payment. The amount of re-payment will be pro-rated based on the number of months you were in the bonus-eligible position.