

(Name of the Organization)

**JOINING BONUS LETTER WITH RETENTION
CLAUSE**

Date_____

[Recipient Name]

[Title]

[Street Address] [City, ST, ZIP Code]

Dear [Recipient Name].

We are pleased to welcome you onboard our company. We feel that your skills and background will be valuable assets to our team.

Per our discussion, the position is (designation). The enclosed employee handbook outlines the medical and retirement benefits that our company offers.

The company is pleased to offer you a Joining Bonus of (amount). You will be subjected to complete a minimum period of 2 years. If during the retention period, you wish to transition from your role, you will be subjected to forfeit the joining bonus paid to you, and the amount will have to be paid back to the company.

A stamped, self-addressed envelope is enclosed for your convenience.

(Name of the Organization)

We look forward to welcoming you as a new employee at (your company name).

Sincerely,

[Name] [Title]