

Joining Bonus Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Position]

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

Dear [Employee Name],

We are pleased to offer you a joining bonus as part of your employment with [Company Name]. This agreement outlines the terms related to the payment of the joining bonus.

Joining Bonus Details

- **Amount:** [Insert Amount]
- **Payment Method:** [Insert Payment Method]
- **Payment Schedule:** [Insert Payment Schedule]

Conditions

The payment of the joining bonus is subject to the following conditions:

1. You must complete [Insert Duration] of continuous service with [Company Name].
2. In the event of termination of employment before the completion of the required duration, the joining bonus will be subject to repayment as detailed herein.

If you accept the terms outlined above, please sign below and return a copy of this agreement by [Insert Deadline].

We are excited to have you join our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Employee Name] - Signature