

# Joining Bonus Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to officially offer you a joining bonus in connection with your acceptance of the remote position of [Job Title] at [Company Name].

## Terms of the Joining Bonus

- The total amount of the joining bonus is [Amount] and will be paid in [One-time payment/Installments].
- The joining bonus will be paid on [Payment Date or After X Months of Employment].
- This bonus is subject to applicable taxes and deductions.

## Conditions

Please be advised that the joining bonus is contingent upon the following:

- You remain employed with [Company Name] for a minimum duration of [Duration] from the date of joining.
- If you terminate your employment prior to this duration, you agree to repay the joining bonus on a pro-rata basis.

If you agree to the terms of this joining bonus, please sign and return a copy of this letter by [Return Date]. We are excited to have you on our team!

Best Regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

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[Employee Name, Signature, Date]