

Joining Bonus Agreement

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We are excited to confirm your employment with [Company Name] as [Position Title]. As part of our offer, we are pleased to provide you with a joining bonus of [Amount] under the following terms:

1. The joining bonus will be paid to you in your first payroll cycle, following your start date of [Start Date].
2. This bonus is contingent upon your acceptance of the offer and your continued employment with [Company Name] for a minimum duration of [Duration, e.g., 12 months].
3. In the event that your employment with [Company Name] is terminated voluntarily or involuntarily within the aforementioned duration, you agree to repay the joining bonus on a pro-rated basis.

Please sign below to indicate your acceptance of this agreement:

[Employee's Name]

Date: _____

We look forward to welcoming you to our team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]