

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Executive Name]
[Executive Title]
[Personal Address]

Subject: Retention Agreement and Leadership Continuation Plan

Dear [Executive Name],

In recognition of your critical role and the significant contributions you have made to [Company Name], the Board of Directors and executive leadership wish to ensure your continued commitment to the organization during this [upcoming transition/strategic period].

To support leadership continuity, we are pleased to offer you the following retention terms:

1. Retention Period:

This agreement covers the period from [Start Date] through [End Date] (the "Retention Period").

2. Retention Bonus:

You will be eligible to receive a one-time retention bonus of \$[Amount]. This bonus will be paid in [a lump sum/installments] on [Date(s)], provided you remain actively employed and in good standing with the Company through the end of the Retention Period.

3. Leadership Expectations:

During this period, you will continue your duties as [Executive Title] and lead the following initiatives:

- [Key Initiative 1]
- [Key Initiative 2]
- [Leadership Succession/Transition Support]

4. Acceleration and Severance:

[Detail any changes to equity vesting or severance protection in the event of a change of control or involuntary termination without cause].

5. Confidentiality:

The terms of this letter are strictly confidential and should not be disclosed to any third party or other employees.

Please indicate your acceptance of these terms by signing and returning this letter by [Deadline Date].

We value your leadership and look forward to our continued success together.

Sincerely,

[Name of Board Member or CEO]

[Title]

[Company Name]

Acceptance:

I accept the terms of this Retention and Leadership Continuation Letter.

Signature: _____ Date: _____