

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

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Transition Bonus and Performance Incentive Agreement

Dear [Employee Name],

We are pleased to offer you a one-time financial incentive package in recognition of your continued commitment during the upcoming [Project Name/Company Transition]. This package consists of two components:

1. Transition Bonus

You are eligible to receive a one-time transition bonus of \$[Amount]. This bonus is contingent upon your continued employment with the company through [End Date] and the successful completion of your assigned transition duties.

2. Performance Incentive

In addition to the transition bonus, you are eligible for a performance incentive of up to \$[Amount]. This award will be determined based on the achievement of the following milestones:

- [Milestone 1]
- [Milestone 2]

Payment Terms

Payments will be made in the first pay cycle following [Date/Completion Milestone]. All payments are subject to standard payroll taxes and withholdings. Please note that to receive these incentives, you must remain an employee in good standing through the payment date.

We appreciate your hard work and dedication to the team during this period. Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment:

[Employee Signature]

[Date]