

Bonus Agreement

This **Bonus Agreement** ("**Agreement**") is entered into as of _____ ("**Effective Date**"),
by and between the parties below:

Company

Employee

The Company and the Employee may be referred to individually as a "**Party**" and collectively as the "**Parties.**"

1. Purpose

The purpose of this Agreement is to set out the terms and conditions under which the Company may award a bonus payment to the Employee in recognition of performance, achievement of specific goals, or other criteria determined by the Company.

2. Nature of Bonus

The bonus described in this Agreement is discretionary unless expressly stated otherwise. Nothing in this Agreement shall be interpreted as guaranteeing any bonus payment except where all stated conditions have been satisfied and the Company has confirmed eligibility in writing.

3. Bonus Structure

The bonus shall be determined based on the following criteria:

Bonus Type	Criteria	Amount/Calculation Method	Payment Timing
Performance Bonus			
Retention Bonus			
Project Bonus			

The Company reserves the right to adjust the criteria or calculation method in accordance with internal policies, provided that any such changes are communicated in advance.

4. Eligibility

To be eligible for any bonus under this Agreement, the Employee must:

- Remain actively employed with the Company in good standing at the time the bonus is determined and paid;
- Comply with all Company policies, procedures, and contractual obligations;
- Meet the performance or other criteria outlined in this Agreement or as communicated by the Company.

Failure to meet these conditions may result in reduction or forfeiture of the bonus.

5. Payment Terms

Any bonus payable under this Agreement shall be paid through the Company's standard payroll process and shall be subject to all applicable deductions, including taxes and statutory contributions.

The Company shall determine the final amount of the bonus in good faith based on the applicable criteria.

6. No Employment Guarantee

This Agreement does not alter the nature of the Employee's employment relationship with the Company. Nothing in this Agreement shall be interpreted as creating a fixed term of employment or limiting the Company's or the Employee's right to terminate employment in accordance with applicable agreements or policies.

7. Forfeiture and Clawback

The Company reserves the right to withhold, reduce, or require repayment of any bonus in the following circumstances:

- If the Employee engages in misconduct or violates Company policies;
- If the Employee resigns or is terminated for cause before the bonus payment date, unless otherwise agreed in writing;
- If it is later determined that the bonus was awarded based on inaccurate or incomplete information.

8. Confidentiality

The Employee agrees to keep the terms of this Agreement and any related bonus information confidential, except where disclosure is required by law or permitted by the Company in writing.

9. Amendment

This Agreement may be amended only by a written document signed by both Parties. The Company may, however, update bonus criteria or structures in accordance with internal policies, provided such updates are communicated appropriately.

10. Governing Law

This Agreement shall be governed by and interpreted in accordance with the laws of _____, without regard to conflict of law principles.

11. Entire Agreement

This Agreement constitutes the entire understanding between the Parties regarding the subject matter and supersedes any prior discussions, representations, or agreements relating to bonuses.

12. Acknowledgment

By signing this Agreement, the Employee acknowledges that they have read and understood its terms and agree to be bound by them.

Company

Name

Date

Signature

Employee

Name

Date

Signature



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