

## Retention Agreement

This retention agreement is made on    date    between    Company    and Employee   .

That                    Employee   , entering employment on    date    as                    position   , agrees to the following:

If all of the following stipulations are met,    Employee    will receive a                    bonus amount                    bonus    as a lump sum/in installments    as of    retention period end date   :

- i. The Employee performs all duties, responsibilities, and job requirements to the Company's satisfaction over the course of the retention period.
- ii. The Employee receives no disciplinary action more severe than    maximum allowed disciplinary action      .
- iii. The Employee does not resign over the course of the retention period.
- iv. The Employee is not terminated for misconduct over the course of the retention period.

Should                    Employee    be terminated for a reason other than misconduct or poor performance during the course of the retention period,    Employee    will be paid the retention bonus on a pro-rate basis of    ratio amount per year   .

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Company Representative Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)