Please add the following paragraph as the final bulleted item under the paragraph, “ In addition, your compensation package includes the following options:” You will want to first add the information highlighted below and remove the yellow highlight before adding to the offer letter.

* **Signing Bonus:** As discussed, we are pleased to offer you a signing bonus of [$amount]. This bonus will be paid in two equal payments on the next regularly scheduled pay dates immediately following 90-days employment and 6 months employment with [home name]. This signing bonus is taxable, and all regular payroll taxes will be withheld. In the event that you leave [home name] within 12 months of your date of hire, you will be responsible for reimbursing [home name] for the entire signing bonus. By your signature on this employment agreement, you authorize the company to withhold [$ amount] from any severance and other final pay you receive should your employment terminate, with or without cause, on or before [one year from date of hire].