

# Employee Training Cost Reimbursement Agreement

This Training Cost Reimbursement Agreement ("Agreement") is made and entered into on **[Date]** by and between:

**Employer:** [Company Name]

**Address:** [Company Address]

**Employee:** [Employee Full Name]

**Position/Title:** [Employee's Position]

**Address:** [Employee Address]

## 1. Purpose of the Agreement

The purpose of this agreement is to establish the terms and conditions under which the Employee may be required to reimburse the Employer for the cost of training provided by the Employer.

## 2. Training Details

- **Training Program Name:** [Name of the training program]
- **Training Provider:** [Training institution, internal department, or third party]
- **Training Dates:** From [Start Date] to [End Date]
- **Location:** [Location where training will be held, online or offline]
- **Total Training Cost:** [Specify total cost]

## 3. Employer's Obligations

The Employer agrees to:

- Cover the full or partial cost of the training program as specified in this agreement.
- Provide access to necessary materials, resources, and support required for the Employee to complete the training.

#### 4. Employee's Obligations

The Employee agrees to:

- Fully attend and participate in the training program.
- Complete the training and acquire certification (if applicable).
- Apply the skills learned in the training to their role within the company.

#### 5. Repayment Terms

The Employee agrees to reimburse the Employer for training costs under the following conditions:

- **Repayment Trigger:** If the Employee resigns, is terminated for misconduct, or fails to complete the training.
- **Repayment Period:** If the Employee leaves within **[X months/years]** from the completion date of the training, the Employee must repay a portion of the training cost according to the following schedule:
  - **Within 6 months:** 100% of the total cost
  - **6-12 months:** 75% of the total cost
  - **12-18 months:** 50% of the total cost
- **Repayment Amount:** The total reimbursement amount is **[insert amount or percentage]** of the training cost.
- **Payment Schedule:** The repayment can be deducted from the Employee's final paycheck, or arrangements can be made for a repayment plan.

#### 6. Deduction Authorization

By signing this agreement, the Employee authorizes the Employer to deduct the repayment amount from any wages, salary, or other payments owed to the Employee upon termination or resignation.

## **7. Term of the Agreement**

This agreement becomes effective on **[Effective Date]** and remains in force until the Employee fulfills all repayment obligations or until the end of the required service period of **[X months/years]** from the date of training completion.

## **8. Confidentiality and Intellectual Property**

The Employee agrees that any materials, knowledge, or proprietary information gained during the training shall remain the property of the Employer and may not be disclosed, shared, or used outside the company.

## **9. Governing Law**

This agreement shall be governed by the laws of **[Insert State/Country]**.

## **10. Signature and Acceptance**

By signing this agreement, the Employee acknowledges that they have read, understood, and agreed to all the terms and conditions mentioned herein.

**Employer's Signature:** \_\_\_\_\_

**Name:** [Employer's Name]

**Title:** [Employer's Title]

**Date:** [Date]

**Employee's Signature:** \_\_\_\_\_

**Name:** [Employee's Name]

**Date:** [Date]