Nico Fabian Kaczmarczyk
Announcement letter
20. Februar 2023

Announcement Letter

New Employee Education Reimbursement Program

Dear Employees (specific Name),

I am excited to announce a new benefit available to all eligible employees!

The Employee Education Reimbursement Program.

We, as the management of the company, would now like to offer you **$3,500** for your education as a kind of "scholarship". This should serve in relation to their position in the company and enable them to continue their education and to create advantages for themselves and for us.

To receive this bonus you should meet with your supervisor prior to the first class lesson and register for it, bearing in mind that all courses must have a grade of **C or better** to receive this scholarship. You must also submit a copy of the application, your transcript of grades and a receipt for the school fees.

This bonus is only possible for full-time employees who have worked in this company for at least one year. Any degree of school is possible in teaching, whether it is college, high school or otherwise.

Please note that **IRS** is required, this talks about taxes and you need to check with your manager.

We hope that this program will help you in the future to achieve your goals and, if possible, to strive for a higher position.

If you have any further questions, please contact me or come to my office on the 5th floor, room 522.

Best regards,

Nico Kaczmarczyk