

Lara Noe

Professor Susanne Hartl

BUS327: Business Communications: NO

To: Full-time employees at Erbe Elektromedizin GmbH
From: Lara Noe, Director of Human Resources
Date: 2/20/2023
Subject: Announcement of the Tuition Reimbursement Program

Dear Colleagues,

I am excited to announce that our company is introducing the new Erbe Elektromedizin GmbH employee education reimbursement program. Starting from this year, eligible employees can apply for reimbursement of up to \$3,500 in tuition and fees during any one calendar year.

Information about the Program

This program is designed to support our employees in advancing their education and career development. By taking courses related to your current position or a position in the company that you might hold someday, or by pursuing a job-related degree program, you can improve your skills and knowledge to better perform your job and prepare for future opportunities.

To apply for the program, you must submit an application form before the first-class meeting, which must be signed by your immediate supervisor. The Office of Human Resources will evaluate applications and reimburse employees who have completed the course with a grade of C or better. Please note that only tuition and fees are covered, not books or supplies.

The program is open to full-time employees who have worked at Erbe Elektromedizin GmbH for at least a year. Courses may be at any appropriate level, but please be aware that the Internal Revenue Service currently requires workers to pay tax on any reimbursement for graduate programs. Undergraduate and basic education reimbursements of \$3,500 or less a year are not taxed. If you are eligible for other financial aid, such as a scholarship or veterans benefits, we will pay tuition costs not covered by that aid as long as the total tuition reimbursement does not exceed the actual cost of tuition and fees.

Your Benefits through the Tuition Reimbursement Program

We believe that better educated employees will help us meet the challenges of our competitive environment and drive the success of our business.

You will have a better chance of being promoted within our company if you are an employee who has earned advanced certificates in a variety of fields. Employees who participate in this

program also gain additional knowledge and skills. In addition, we believe that this will enhance your ability to work in a team, which is a skill that is both essential and extremely useful in our daily working life. We hope that this program will help you achieve your personal and professional goals while contributing to the growth of our company.

If you have any questions about the program or need assistance in selecting a course or program, please reach out to the Office of Human Resources. We are here to support you in your education and career development.

Sincerely,

Lara Noe
Director of Human Resources at Erbe Elektromedizin GmbH