

Javier Fernandez  
BUS327: Business Communications

Professor Hartl  
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Dear Employees,

I am pleased to announce a new educational benefit program for all full-time employees of our organization. This program aims to encourage our employees to take courses related to their current positions or a position they might hold in the company in the future. We believe that offering this program will not only benefit our employees but also our organization as a whole.

Under this program, eligible employees can be reimbursed for up to \$3,500 in tuition and fees for courses related to their current or potential future job positions. The courses can be at any appropriate level, including high school, college, or graduate courses. This program is designed to help our employees grow their knowledge and skill set to better serve our organization.

To be eligible for the program, an employee must have worked for the company for at least one year, and the application must be signed by the immediate supervisor before the first class meeting. The Office of Human Resources will evaluate the applications and will provide catalogs from nearby schools and colleges. It is important to note that only tuition and fees will be covered, not books or supplies.

The employee must complete the course with a grade of C or better, and they must submit a copy of the approved application, an official grade report, and a statement of tuition paid to be reimbursed. If an employee is eligible for other financial aid, the company will pay tuition costs not covered by that aid, as long as the employee does not receive more than \$3,500 and the total tuition reimbursement does not exceed the actual cost of tuition and fees.

We understand that part-time employees are not eligible for this program, and the Internal Revenue Service currently requires workers to pay tax on any reimbursement for graduate programs. However, undergraduate and basic education reimbursements of \$3,500 or less a year are not taxed.

We believe that having a better-educated workforce will help our organization face challenges and remain competitive in our industry. Therefore, we encourage all eligible employees to take advantage of this program and invest in their personal and professional growth.

If you have any questions about this program, please do not hesitate to contact the Office of Human Resources.

Best regards,  
Javier Fernandez

Director of Human Resources