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Business Communications
Professor Hartl
Due 2/20/2023

Announcing a Tuition Reimbursement Program - Draft

Dear employees,

(state the good news or information)

We are happy to announce a new benefit program, the Tuition Reimbursement Program, which allows eligible employees a maximum of \$3,500 in tuition and fees during any calendar year.

(give details and background of the new benefit)

This is an offer for whoever would like to get more formally educated in their field or a position they pursue in the company in the future. Applications and a list of colleges and schools in the area are provided by the Office of Human Resources. Eligible is whoever has been working for the company for at least a year and is a full-time employee.

Furthermore, in order to get reimbursed, the employee has to submit a copy of their approved application, a grading record showing the letter C or better and a statement of the tuition paid. Classes can be taken on different levels, including highschool, college, and graduate.

(keep any negatives in the middle of the document)

However, while reimbursements on highschool and college level classes are tax free, for reimbursements on graduate level classes, the Internal Revenue Service currently requires workers to pay tax. Apart from that, this program only covers tuition and fees, excluding books and supplies.

(explain and develop audience benefits)

Again, this is a new benefit that we proudly start offering now to whoever would like to gain knowledge and improve their formal education in their current field or the specific field they see their future in within our organization.

(provide a goodwill closing sentence)

We are looking forward to supporting you in broadening your horizons!

Sincerely,

Moritz Albrecht

Director of Human Resources