

BUS327: Business Communications
02/20/2023
Magnus Mesters

Chap 8-Exercise 8.13

To: All Employees

Subject: Tuition Reimbursement Program

Dear Employees,

Thank you for taking the time to read this email.

Please note that the following information is only relevant to full-time employees who have been with the company for more than one year.

Education is our path to self-fulfillment, and so I am happy to inform you that our company wants to give you the opportunity to continue your education in the future and to support you financially. Continuing education and training on your part is not only a gift to us as a company and as a community, but also provides you with qualifications and opportunities for promotion and transfer within our company.

If you are interested in financially supported continuing education, I would now like to present our program to you in a uniform manner.

Our company has chosen to provide you with \$3,500 in tuition assistance over the course of a calendar year. So if you decide to take courses that are related to your current job or are part of a job-related degree program, we will not only provide the \$3,500 but also offer you the prospect of promotions or transfers within our company. At this point, it should be informatively mentioned that fees for books and other materials are unfortunately not (yet) included.

In order for both sides to get the best possible result, we ask you to take the courses at a profitable level, i.e. a college or university. To help you find a suitable school or college that meets our requirements, Human Resources will provide you with a catalog of nearby schools. Human Resources will also provide you with application forms. You may complete these forms, have them signed by your immediate supervisor, and submit them to Human Resources, who will then take care of your application.

Once your application is approved, and you have submitted a copy of the approval request, an official transcript, and proof of tuition paid to Human Resources, your tuition will be refunded. In addition, a grade of C or better is basic for tuition payments. However, since we know and value you and your abilities, we are not concerned about this.

If you are eligible for other financial aid, for example, scholarships or veterans benefits, we will be very happy to cover the remaining costs, which are within the \$3,500 budget. We are very proud to make this offer available to you and hope you will take advantage of it, as both parties will benefit in the long run.

If you have any questions, please do not hesitate to contact the Human Resources Department.

Thank you very much for your invested time and we look forward to cooperation with you.

We wish you a pleasant day.

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With kind regards,

Director of Human Resources