

Sofia Corredera

BUS327 Business Communication

Susanne Hartl

02/22/2023

### **8.13 Announcing a tuition Reimbursement Program**

Dear (name),

You qualify for the Tuition Reimbursement Program and receive up to \$3,500 in tuition and fees reimbursement in a calendar year!

You can choose courses from high school, college, or graduate school, as long as they are relevant to your current position or professional program. Mercedes-Benz AG will cover your tuition and fees up to \$3,500 while you are responsible for books and supplies. If you qualify for additional financial assistance under \$3,500, Mercedes-Benz AG will increase that amount.

Upon completion of the course with a grade of C or better, the refund will be issued as soon as your approved application, official transcript, and statement of tuition paid arrive at the Office of Personnel.

In order to remain competitive in a rapidly changing technological and automotive market, Mercedes-Benz AG is keen to retain its best employees and train them on the latest inventions.

As a committed full-time employee of Mercedes-Benz AG for at least one year, you will have the opportunity to further develop your profession and science. As an experienced employee, if you take this opportunity to learn about the latest technologies, you will become a more valuable employee in your future career, not only for Mercedes-Benz AG but also for business partners, who will have the opportunity to let Others know themselves in developing areas similar to yours.

They are so many educational institutions that will help you learn about the latest technologies and processes. Civil engineering, vehicle and engine technology, and mechanical engineering are some of the many other interesting courses that can lead to opportunities for advancement, including employment within companies.

If you are interested in the course, please send the application form signed by your supervisor to the Human Resources Office before the course starts. For more information on this program, tax regulations, and a directory of nearby schools and colleges, visit the Office of Human Resources. I encourage you to take this opportunity to further develop your expertise while continuing your career at Mercedes-Benz AG. With your expertise, you can help Mercedes-Benz AG become a global market leader.

Sincerely,

Sofia Corredera

Director of Human Resources, Mercedes-Benz AG