

BUS:327 Business Communication
03/01/2023
Magnus Mesters

Chap 8 - Exercise 8.13 Revised

To: Full-time employees

From: Magnus Mesters, Director of Human Resources

Date: 03/01/2023

Subject: Tuition Reimbursement Announcement

Dear Employees,

I am pleased to inform you that our company has decided to launch an employee tuition reimbursement program. Eligible employees will have the opportunity to receive tuition reimbursement in the amount of \$3,500 per calendar year.

Details about the program

Our tuition reimbursement program is available to all employees who have been full-time employees of our company for at least one year. If you choose to take courses at a college or university that will help you develop and advance in your field, we will be happy to support you.

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. As soon as you have passed the course(s) with a grade of C or better, we ask you to submit the following documents to the Human Resource Department:

- *copy of the confirmation request*
- *the official transcript*
- *a confirmation of the tuition fees paid*

As soon as we receive this information, we will review it and refund your paid tuition in the amount of up to \$3,500. If you are eligible for other financial aid, such as scholarships or veterans benefits, we will gladly cover the remaining costs that are within the \$3,500 budget. Please note that at the moment we can only refund the tuition fees in the amount indicated and that you will have to pay for books and materials yourself.

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Your advantages through this program

We are convinced that education is the way to self-realization and we would like to reward your motivation and the knowledge you have acquired. Thus, we give you the opportunity to get new chances in our company through further education and to **take new paths, directions and positions in our company** in the future.

We deeply believe that this program can help you develop personally and career-wise and therefore look forward to the future together with you in an exciting and positive way. If you have any questions, please feel free to contact the Human Resource Department or me personally.

We look forward to working with you!

Sincerely,

Magnus Mesters

Director of Human Resource Department