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Business Communications
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8.13 Email to Patagonia Employee on Reimbursement Program

To: All Employees
From: Patagonia Executive Board
Subject: Tuition Reimbursement Program

Congratulations Patagonia Employees!

We are excited to announce our new tuition reimbursement program. With our outdoor adventures and hobbies being one of our main values and requirements in our staff. We also want to begin recognizing the importance of educational achievement. We want to encourage you all to be bettering your skills and abilities in all aspects available. Meaning that all full time employees who have been with the company for longer than a year will be eligible for a \$3500 tuition reimbursement! This applies to any level of education, whether it is highschool credits, undergraduate, or graduate level credits. We desire to help you directly with the cost of classes meaning this will not be applied to supplies or textbooks but, tuition only. As we structure this reimbursement program, we want to value the credentials we elevate as an organization. This program is targeted towards employees who want to better their higher education to help promote their current occupational success. We have greatly established a value for environmental care, integrity, quality, and more. So we desire for you to use this opportunity in a way that benefits your skill sets towards your role with Patagonia.