

Training Agreement

Employee Name: _____

Training Course: _____

Training Date: ____/____/____

Cost of Training: £ _____

The company is pleased to offer the above training for you, and will cover the cost of this training.

But, if within 12 months of the training commencement date, you leave the company, through your own choice or be dismissed for disciplinary reasons, the following financial repayment scheme shall apply;

- Within 3 months of commencement of training, you agree to pay back 75% of the fees paid
- Between 3-6 months of commencement of training, you agree to pay back 50% of the fees paid
- Between 6-12 months of commencement of training, you agree to pay back 25% of any fees paid

For the avoidance of doubt, the Company will use either the date you resign or the date you are dismissed to calculate any repayments that may be due.

The Company reserves the right to deduct any money owing for training from your final salary.

Please sign both copies of this Training Agreement and return one to me no later than 2 working days before the commencement of the course.

If you have any questions, please do not hesitate to contact me.

Yours sincerely,

(Signed on behalf of the company)

(Employee Signature)

(Today's Date)

(Today's Date)