

@CompanyName Training, Learning or Certification Repayment Agreement

This agreement ("Agreement") is entered into between **[employee name]** ("Employee") and **[company name]** ("Company") on **[date]**.

Background

Employee has received reimbursement for expenses related to a training or certification program approved by the Company, as outlined in the Training and Certification Reimbursement Policy.

Terms

- In consideration for receiving the reimbursement, Employee agrees to the following terms: If Employee voluntarily resigns from their position within one year of completing the reimbursed program, Employee will be required to repay a prorated portion of the reimbursement to the Company.
- The prorated portion of the reimbursement will be calculated by dividing the total reimbursement amount by 12, and multiplying that result by the number of months remaining until the one-year anniversary of completing the program.
- The prorated portion of the reimbursement will be deducted from Employee's final paycheck. If the amount of the prorated portion of the reimbursement exceeds the amount of the final paycheck, Employee agrees to repay the difference to the Company within 30 days of receiving notice of the amount owed.
- This Agreement is binding and enforceable under the laws of [state/country].
- This Agreement supersedes any prior agreements, written or verbal, between Employee and the Company relating to the reimbursement of training or certification expenses.
- This Agreement may not be modified except in writing signed by both Employee and the Company.
- This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and assigns.
- This Agreement shall be governed by and construed in accordance with the laws of **[state/country]**.

Employee Signature: _____ Date: _____

Company Signature: _____ Date: _____