

Training Reimbursement Agreement

This Training Reimbursement Agreement (“Agreement”) is entered into on this ___ day of _____, 2025, by and between:

Employer: _____ (Hotel), with its principal place of business at _____ (Hotel Address) (“Employer”),

and

Employee: _____, residing at _____ (“Employee”).

Purpose

The purpose of this Agreement is to outline the conditions under which the Employer will provide financial support for the Employee to attend job-related training and to establish reimbursement obligations should the Employee voluntarily terminate employment within one (1) year of completing the training.

1. Training Covered

Employer agrees to cover the cost of the following training program: [Name or Description of Training], including all associated expenses such as travel, meals, and lodging. The total cost incurred by the Employer for this training is estimated to be up to thirty-five hundred dollars (\$3,500).

2. Reimbursement Obligation

Employee agrees that if they voluntarily resign from their position, or are terminated for cause, within twelve (12) months of completing the training, they will reimburse the Employer for the full cost of the training and associated expenses.

3. Payroll Deduction

In the event of such voluntary resignation or termination for cause, Employee authorizes the Employer to deduct the full training reimbursement amount from their final paycheck. If the final paycheck does not cover the total amount owed, the Employee agrees to pay the remaining balance within thirty (30) days of termination.

4. Acknowledgment and Consent

By signing below, Employee acknowledges that they understand and agree to the terms of this Agreement and the financial obligation should they leave the company within one (1) year of completing the training.

Employee Signature: _____

Date: _____

Employer Representative Signature: _____

Title: _____

Date: _____