

To: All Full Time XXX Staff Members
Date: June 22, 2014
From: XXX
Subject: New Tuition Reimbursement Bonus Benefits

How would you like to advance your education while improving your opportunities for advancement within the XXX organization? How would you like to receive up to \$3500 per calendar year toward tuition and fees at the high school, college, or graduate school of your choice?

Beginning July 1, 2011, all full-time XXX staff members with at least one-year tenure may qualify for tuition reimbursement bonus benefits for courses in business, management, and accounting, as well as in courses that qualify as part of a job-related degree program.

Starting June 23, 2011, you may download and print tuition reimbursement applications right from the Human Resources tab of your myXXX account. After having the application signed by your immediate supervisor, but at least one month before coursework commences, you may then fill out the application and then send in a company mailer to the attention of XXX Blake, HR Supervisor. Human Resources will evaluate applications to determine eligibility.

Once approved, all staff members who enroll and then earn a C or better in approved courses will be awarded up to \$3500 (less any outside aid and/or scholarship benefits) upon completion of coursework. Graduate courses may be subject to taxes. An official grade report, a copy of your original tuition reimbursement application, and a statement of tuition paid should then be sent to the attention of XXX Smith, Director of Bonus Benefits, to facilitate a full reimbursement.

Helping XXX staff members achieve their educational goals and providing improved opportunities for advancement within the organization are goals we are committed to. A benefit like this helps continue setting you—our staff members and management teams—above all the rest, so that you are better skilled and more experienced to help the guests we service. I hope you'll take advantage of this wonderful new educational benefit.

Warmly,

XXX
Director of Store Operations
XXX
(xxx) xxx-xxxx