

New Hire Training Program Agreement Form

Employee Information

Full Name

Employee ID

Email Address

Job Title

Department

Start Date

Program Details

Training Program Title

Program Start Date

Program End Date

Training Location

Terms & Conditions

- Attendance at all scheduled sessions is required.
- All training materials must be returned at the end of the program.
- The employee agrees to adhere to company policies throughout the program.



Agreement & Signature

Employee Signature

Date: _____

HR/Manager Signature

Date: _____