

Simple Employee Training Agreement Outline

1. Parties

This Training Agreement is made between:

Employer: _____

Employee: _____

2. Purpose of Training

The purpose of this agreement is to outline the terms under which the Employer will provide training to the Employee.

3. Description of Training

- Type of Training: _____
- Duration: _____
- Location: _____

4. Cost of Training

The total cost of training is: _____

5. Repayment Terms

1. Repayment required if employment ends within: _____
2. Repayment amount and schedule: _____

6. Employee Obligations

- Complete all assigned training modules or sessions.
- Maintain satisfactory performance during training.

7. Employer Obligations

- Provide necessary resources and access to training.
- Support Employee throughout the training period.

8. Miscellaneous

- Amendment of Agreement: _____
- Governing Law: _____

9. Signatures

Employer:

Name: _____

Signature: _____

Date: _____

Employee:

Name: _____

Signature: _____

Date: _____