

# 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

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**Employer:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Employee:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_