

COMPANY NAME

EMPLOYEE LOAN AGREEMENT

I _____ have requested a loan from my employer in the amount of \$ _____. I agree to repay this loan through payroll deduction at the amount of \$ _____ per paycheck, commencing on _____.

If any amount still owed has not been fully repaid by the time of my separation from the Company, I agree to pay the balance to the Company **IN FULL** within seven calendar days of my separation.

Print Name

Signature

Date