

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

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