

Official Employee Loan Agreement

Company Name And Address:

Employee Name And Address:

1. The Employee hereby acknowledges a debt to the Employer/Company in the amount of

_____ (\$_____) for the following reason(s):

2. The Employee hereby authorizes the Employer/Company to deduct the amount of

_____ (\$_____) per paycheck from the Employee's payroll starting from _____ 20____ until the amount is paid in full.

3. The Employee further agrees that the entire outstanding amount will be deducted from the Employee's paycheck upon resignation or termination of employment with the Employer/ Company.

Signed in the month of _____ on the _____ day of 20____.

Employee's Signature: _____

Printed Name _____

Company Signature: _____

Printed Name _____

Witness Signature: _____

Printed Name _____