**Memo**

To: **All Employees**

From: **Nick Jensen**

Date: **September 29, 2019**

Subject: **Change of Reimbursement Policy**

We would like to inform all staffs that the *reimbursement program* will be discontinued immediately from the beginning of October 1, 2019. For the last year, the economic situation has changed and the company has not been performing well. The marketing position have made the company to lose its key customers and therefore, resulting to lose of business and decline of revenue. This has made it difficult for the company to continue supporting the program. The management of Jensen Chemical has always been committed to improve the welfare of its workforce but at this level it would be difficult for the company to offer much needed support.

However, all employees who are currently admitted for undergraduate program will receive reimbursement for the courses during the present semester. It is also important to point that employees with less than four courses to complete their studies will continue to receive the reimbursement until they complete their studies. It is a difficult decision for the management and we hope everyone would understand the point and continue to serve the company diligently so that we can realize our goals and objectives as a company.

Thank you for understanding, and we look forward for fruitful discussion. If there is any concern, kindly raise with the human resource department for immediate response.

Thank you