**Template Informational Email – Education Assistance Program**

<Company Name> is proud to invite you to participate in our new educational assistance program, <Program Name>. The purpose of this program is to strengthen our support for your educational and career objectives, helping you pursue your ambitions and accelerate your career. We recognize that it’s difficult for working adults to fully commit themselves to earning a degree, and that’s why we’re committing ourselves to lowering the barriers to your success. Simply stated, our goal is to help you earn your degree and enhance your career.

<Program Name> offers the following benefits:

* <Tuition benefit detailed here>
* <Books, supplies, and fee support detailed here>
* <Wraparound services such as mentorships, stretch assignments, etc. Detailed here>

There are some important details about which you’d should be aware, so take a few moments to review the full Education Assistance policy. <Insert link here> If after reviewing the policy, you feel like you’re ready to start, <insert information to get started here.>

We understand that this is a big step, but we couldn’t be more enthused to be by your side as you begin to build your skills, demonstrate your capabilities, and put yourself on the path to a career of enhanced opportunities.

To your future!

<CEO/CHRO/VP L&D Signature>