

# Employee Loan Repayment Agreement Template

This Loan Repayment Agreement is entered into on \_\_\_\_\_, **20**, between the following parties:

**Lender:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Borrower:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**Loan Summary:**

1. **Loan Amount:** \$ \_\_\_\_\_
2. **Repayment Terms:** The loan will be repaid in monthly installments of \$ \_\_\_\_\_, commencing on \_\_\_\_\_.
3. **Interest Rate:** A fixed interest rate of \_\_\_\_\_% will be applied.

**Obligations of the Borrower:**

- Payments must be made on time.
- Any missed payment will incur a penalty of \$ \_\_\_\_\_.

**Termination Clause:**

If the borrower's employment is terminated, the outstanding balance becomes due immediately.

**Agreement and Signature:**

I, \_\_\_\_\_, acknowledge receipt of the loan and agree to the repayment terms outlined above.

Borrower Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Lender Signature: \_\_\_\_\_

Date: \_\_\_\_\_