

1st October 2025

Mosla Uddin

By email: tashrifsiam16@gmail.com

Dear Mosla,

Training Agreement

Further to our agreement to support you undertaking Highfield Level 2 in Spectator Safety, I am writing to inform you that the Company will pay for the cost of the training. The full amount of the training is £180.00.

You will appreciate that the cost of the training is substantial and the Company will need to recoup the cost of the training should you:

- Leave employment during the training;
- Leave employment during a specified period after completion of the training; or
- Fail to complete the training.

The Company will require you to repay the training costs on the following sliding scale should you leave employment:

- Before commencement of the course but after fees have been paid: 100% of the liability which remains subsequent to attempts to recover costs from the training provider;
- At any point during the course, or within 12 months after course completion: 100% of the costs incurred;
- More than 12 months but less than 18 months after completion: 50% of the costs incurred;
- More than 18 months but less than 24 months after completion: 25% of the costs incurred.

Once you have completed 2 years' service from the date of the end of the training, you will not be required to repay any of the costs of the training.

The Company will require you to repay 100% of the costs incurred should you not make reasonable efforts in your studies, or fail to pass or complete the course.

No repayment will be necessary in the event that the employment terminates due to compulsory redundancy. However, this agreement will apply to voluntary redundancy.

The Company reserves the right, in accordance with this agreement, to require you to repay the training costs from your final salary payment. Should your final pay be insufficient to cover the total amount outstanding, a separate payment will be required to repay the balance. The Company may agree to a repayment schedule. Should you fail to make the payment in accordance with the repayment schedule, the Company may take legal action to recover the amount outstanding.



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Please sign and return a copy of this letter to indicate your acceptance of the above terms. Please note that the Company will not pay the cost of the training fees until a copy of this letter has been signed and returned. If you wish to discuss any aspect of this letter, please do not hesitate to contact the HR department.

Yours sincerely,

Enrica Roggio
L&D Coordinator

Agreement to repay training costs on leaving employment

I agree to the deduction of wages as set out in the above agreement.

Signed: *Mosla Uddin*

Date: 2/10/2025



First Response Group

Total Security, Risk & Facilities Management



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