

# Employee Loan Promissory Note

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

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

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

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

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

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For value received, the undersigned (**Employee**) promises to pay to the order of **Employer** the principal sum of \$ \_\_\_\_\_, together with interest as specified below, and according to the following terms:

## 1. Loan Amount and Disbursement

1. Principal Loan Amount: \$ \_\_\_\_\_

2. Date of Disbursement: \_\_\_\_\_

## 2. Interest Rate

Interest Rate (if applicable): \_\_\_\_\_%

## 3. Repayment Terms

Repayment Start Date: \_\_\_\_\_

Number of Installments: \_\_\_\_\_

Amount Per Installment: \$ \_\_\_\_\_

Frequency (e.g., monthly): \_\_\_\_\_

## 4. Payment Method

## 5. Prepayment

## 6. Default

## 7. Governing Law

This Note shall be governed by the laws of the State of \_\_\_\_\_.

## 8. Other Terms

Employee Signature

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Printed Name

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Date

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Employer Representative Signature

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Printed Name & Title

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Date

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