

Subject: Tuition Reimbursement Program at UBUNTU INC

Dear employees,

We are pleased to provide a new benefit scheme to boost our employees' professional development. We are now offering a tuition reimbursement program for all eligible employees who wish to enroll in courses relevant to their current role or a role they may assume at our company.

An employee must be a full-time employee and have worked for our company for at least one year to qualify for the program. The degree program or current position must be connected to the courses attended. Any suitable degree of education, from high school to graduate school, may be taken by employees. We will cover up to **\$3,500** in tuition and fees for qualified workers for any one calendar year.

Application procedures are easy to follow. The Office of Human Resources has application forms that everyone wanting to participate in the program must fill out. Before the first-class meeting starts, the application must be delivered to the Office of Human Resources and signed by the employee's immediate supervisor. Applications will be reviewed, and the Office of Human Resources will communicate eligibility to employees.

We want to clarify that tuition and fees—not books or supplies—are covered. Employees will get a reimbursement upon completing the course with a C- or higher. A copy of the accepted application, an official grade report, and a statement of the tuition paid must all be submitted before an employee can be compensated.

We are aware that some workers might be qualified for further financial aid. As long as the employee does not get more than **\$3,500** and the total tuition reimbursement does not exceed the actual tuition and fees, we will cover any tuition costs not covered by that help in these situations.

Having a more educated workforce will have numerous positive effects on our business. It will assist us in overcoming the difficulties presented by our competitive environment, staying ahead of market trends, and offering superior customer service. We are dedicated to helping our staff members advance in their careers, and we see this tuition reimbursement program as a crucial step in that process.

Please do not hesitate to contact the Office of Human Resources with any queries concerning the program or the application procedure. We want to see how this initiative can benefit our business and staff.

Best regards,

Nehemias Brown Meza

Director of Human Resources at UBUNTU INC.