



PRIVATE & CONFIDENTIAL

Wednesday October 18, 2023

Employee Training and Certification Agreement

This Employee Training and Certification Agreement (the "Agreement") is made between **xLoop Digital Service Pvt. Ltd.** (the "Company") and (the "Employee") for the provision of training and certification provided by the company. Both parties agree to the following terms and conditions:

1. **Nature:** The Company recognizes the importance of enhancing the skills and knowledge of its employees to promote their professional development and contribute to the growth of the organization. The Company is willing to invest in the Employee's professional development by covering the expenses associated with various training, certification, upskilling courses, and exams (**collectively referred to as the "Training Programs"**).

The Company will cover all expenses associated with the Training Program, including but not limited to tuition fees, study materials, examination fees, and other related costs (**collectively referred to as the "Training Costs"**).

Upon successful completion of the training program, the company shall pay the employee a one-off reward amount per certification, to the employee.

2. **Agreement Period:** In consideration for the Training Programs provided by the Company, the Employee agrees to serve the Company for a minimum period of **one (1) year** (the "Agreement Period") from the **date of completion** of the Training Program.
3. **Financial Liability:** In the event that the Employee voluntarily resigns, is terminated for cause, or fails to complete the Agreement Period for any reason, the Employee shall be liable to reimburse the Company for the full amount of the Training Cost and reward amount, incurred by the Company.
4. **Repayment Terms:** The Employee shall repay the Training Costs and forfeited rewards which shall be deducted from the final settlement. Failure to do so shall constitute a breach of contract.
5. **Entire Agreement:** This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements, written or oral, relating to the subject matter herein.



Marine Tower, Plot #9 Com
Block 4 Clifton, Karachi.

Mind Stir, 3rd Floor, Manzoor Plaza
G-6/2 Blue Area, Islamabad

6. **Amendment and Waiver:** No modification or amendment of this Agreement shall be valid unless in writing and signed by both parties. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver of that provision or any other provision herein.

Name: _____

CNIC: _____

Signature: _____