

SK/APP/Pers

2nd May, 2000

**Ms. Jane butt,
P. O. Box 12345,
NAIROBI.**

Dear Madam,

YOUR APPLICATION FOR EMPLOYMENT

Following your application for and interest in formal engagement in our establishment, and based on the information you supplied to us and backed by the details contained in your certificates, we write to inform you that the firm has reviewed and considered your application. The firm has had the opportunity to interview you for the position you seek to fill, in respect of which we convey to you this acceptance. This offer is made out to you on the terms and conditions set out in the manner following:-

POSITION

The firm will engage your services as a Secretary.

DUTIES

These have been set out under a separate schedule and will be forwarded to you under separate cover. This schedule is subject to amendment as may from time to time be deemed necessary and as new circumstances may dictate.

DATE OF COMMENCEMENT

The date of commencement of employment will be 2nd May, 2000.

WORKING HOURS

Weekdays (Monday - Friday) 8.00a.m. to 5.00p.m.
(Except Public Holidays)
Saturdays 9.00a.m. to 1.00p.m.
Lunch Break 1.00p.m. to 2.00p.m.

However, this working schedule is subject to change from time to time as circumstances, workload, deadlines and any other considerations may determine.

SALARY

You will be paid a starting (consolidated) salary of Kshs. 7,000/= per month.

DISCIPLINE

You shall attend punctually at the offices as aforesaid or at such other place or places as your duties may require and shall devote your whole time and attention to and diligently and to the best of your skill perform your stated duties. The firm reserves the right to summarily dismiss you should you be found guilty of conduct unbecoming.

LEAVE

You shall be entitled to 21 days leave with full salary in each year at such time or as the firm for the time being may arrange with you.

PROBATION

You will be on probation for an initial period of three months within which time your day-to-day performance is reviewable. Upon satisfaction of your job performance and based on your quarterly performance review report your employment will be confirmed.

ASSIGNMENT OF DUTIES

You will be assigned duties by the firm which you will be expected to complete by the deadlines given thereon. However, you will be expected to work beyond deadlines with minimum or no supervision towards professional excellence. All assignments and duties will be channelled to you directly through the administrative assistant.

JOB PERFORMANCE REVIEW

Your performance of duties in consonance with your job description will be reviewed at any time during employment at the instance of the firm, but in any event at the beginning of each quarterly portion of the year. The review will be conducted in your presence.

LOYALTY

Your loyalty to the firm shall be unquestionable and without doubt. In this regard you must not engage in assignments, duties, business, tasks, projects, contracts and/or a series of transactions detrimental to or not in the interest of/or not directly assigned to you by the firm. This condition presupposes that you must not take assignments of a professional or other nature outside the rubric of those assigned

to you by the firm aforesaid.

CONFIDENTIALITY

You will be expected to treat any and all projects, assignments, duties, business, tasks, contracts and/or a series of transactions and information obtained, acquired or accessible to you in the course of your employment at the firm, with the highest degree of confidentiality.

DETERMINATION OF EMPLOYMENT

At any time the firm shall be entitled to an option exercisable towards determination of this agreement by giving you one month's notice in writing on the firm's letterhead, or to pay you one month's salary in the event that such notice is absent.

The firm reserves the option, which it may from time to time exercise, to terminate the employment summarily. If you should wish during your period of employment to leave the services of the firm you must give the firm one month's notice of your intention so to do or in the alternative pay one month's salary to the firm in the absence of such notice.

GENERAL

Without prejudice to the generality of the foregoing, these terms and conditions are subject to review at the discretion of the firm but with due regard to the legal process, and concomitantly within the parameters of the Employment Act. The firm is currently considering a number of other terms and conditions aimed at offering you improved working environment, details of which will be communicated to you as and when due.

You may signify your acceptance or otherwise of this offer by signing one copy of this letter whereafter you shall forward the same to ourselves for purposes of drawing the Agreement of Service contract.

Yours faithfully,

for and on behalf of
JOE BLOGGS & COMPANY ADVOCATES

I ACCEPT YOUR OFFER OF EMPLOYMENT UNDER THE TERMS AND CONDITIONS OUTLINED ABOVE.

.....
SIGNATURE

.....
DATE

CONFIRMED

JOE BLOGGS & COMPANY ADVOCATES