



Bonface Muoki Kyalo.  
General Manager.  
DukaPepe LTD.  
1<sup>st</sup> June, 2023.

Judy Ogoya  
Associate Finance Officer

Dear Judy,

RE: Temporary Salary Adjustment

I hope this letter finds you well. As you are aware, we have been facing challenging economic conditions, resulting in poor profits for our company in recent months. The ongoing hardships have necessitated certain measures to ensure the long-term stability and sustainability of our organization.

After careful consideration and extensive evaluation of our financial situation, it has become necessary to implement a temporary salary adjustment for all employees, including yourself. The purpose of this adjustment is to help alleviate some of the financial burden on the company during this challenging period.

Effective 1<sup>st</sup> June 2023 your salary will be temporarily adjusted downwards by 15,000 KES. This adjustment will be temporary until the business becomes sustainable, after which we will reassess the economic situation and make any necessary changes.

We understand the impact that this adjustment may have on your personal finances, and we want to assure you that this decision was not made lightly. It was made with the utmost consideration for the welfare of our employees and the long-term viability of the company. While we recognize the sacrifices that this adjustment entails, we also want to express our gratitude for your dedication, hard work, and commitment to the company. We value your contributions and hope to restore salaries to their previous levels as soon as the financial situation improves.

We remain committed to transparent communication and will provide regular updates regarding the company's financial progress. We encourage you to share any concerns or questions you may have, and our Human Resources team will be available to address them. We believe that by working together and supporting one another during these challenging times, we can overcome the current difficulties and emerge stronger as a company. We appreciate your understanding and cooperation in this matter.





Thank you for your continued commitment and dedication to the company. We truly value your contributions and look forward to better times ahead.

Sincerely,  
Bonface Muoki,  
General Manager,  
DukaPepe LTD.

