PERSONAL, PRIVATE & CONFIDENTIAL

Our Ref: USL/HR/2014cm.mk

02/26/2024

John Doe

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**Chief Executive Officer**

Dear Sir/Madam,

## LETTER OF EMPLOYMENT.

Following the interview and discussion thereafter you held with The Jitu, the Company is pleased to offer you employment on permanent and pensionable terms as Quality Analyst effective 03/20/2024 00:00:00.

The following will be your terms and conditions of employment:-

1. **DUTIES AND RESPONSIBILITIES**

You will carry out the duties and responsibilities of a Quality Analyst, reporting to the Chief Executive Officer. Your detailed duties and responsibilities will be discussed and mutually agreed upon with you when you begin work.

1. **TERMS OF EMPLOYMENT**

Your appointment is on a Permanent and Pensionable basis effective 03/20/2024 00:00:00, subject to receipt of satisfactory references and certificate of good conduct.

1. **PROBATION**

Your appointment is subject to a probationary period of three months, during which time we will complete the checking of your references and assess your performance. A two week’s notice of termination will apply to either party during this probation period.

1. **EMOLUMENTS**

You will be paid a gross salary of **Kshs. 100,000** per month, subject to all statutory deductions, payable at the end of each month in arrears.

The above emoluments may be reviewed from time to time at the sole discretion of the Company. Note that you will be expected to keep up a high level of performance which will be monitored and reviewed on a regular basis. Your Performance will form a basis for any future reviews.

1. **MEDICAL SCHEME**

You will be eligible to join the Company Medical Scheme covering self, spouse, and up to four (4) children. Note that it is a requirement for you to submit supporting documentation such as birth and marriage certificates (or affidavits). Please obtain a detailed copy of the medical scheme policy from the Human Resources (HR) Department.

1. **GROUP LIFE INSURANCE**

You will be eligible to join the company’s group life insurance scheme. Please obtain the details from the HR Department or your Manager.

1. **TIME AND PLACE OF WORK**

Your place of work shall be at the The Jitu office.

You shall work for six (5) days in a week and take weekend off duty each week, however at your position you will be expected to time your work.

1. **ANNUAL LEAVE**

You will be entitled to twenty-one (21) working days leave for every 12 (twelve) consecutive months of service to be prorated for the period worked if less than 12 months. Leave shall be taken subject to work exigencies and should be agreed with the CEO. It is a requirement that your annual leave is taken within the leave-earning period.

1. **SICK LEAVE**

After completing two (2) months consecutive service, you will be entitled to thirty(30) days sick leave on full pay for each period of 12 (twelve) consecutive months of service. Note that the management reserves the right to take appropriate decision in case you exhaust your thirty days of sick leave. The decision will be communicated to you in writing.

Please note that sick leave is subject to production of a certificate of incapacity signed by a qualified medical practitioner. Kindly note that it is your responsibility to notify your manager of your illness as soon as possible but not later than forty eight (48) hours.

1. **PENSION**

The company has set up contributory pension scheme which you will be eligible to join. Details will be availed from the HR Office.

1. **PROFESSIONAL ASSOCIATION**

The company will meet the subscription cost of one (1) relevant professional association that you may wish to join.

1. **CLUB MEMBERSHIP**

The company will pay your club membership annual subscription fee to one social/sports club up to a maximum of Kshs. 25,000 per annum.

1. **MILEAGE ALLOWANCE**

You will receive mileage allowance of Kshs.30,000 and Airtime of Kshs.5,000 per month.

1. **TERMINATION**

This contract after confirmation of employment may be terminated by either party on giving each other thirty (30) consecutive days notice in writing or salary in lieu of notice as the case maybe. In case of any gross misconduct, negligence, omission or insubordination, the company reserves the right to terminate your services summarily and without notice.

1. **DOCUMENTS**

On the termination of your employment however arising, you must hand over to the Company all Staff IDs, medical cards, documents, books, diskettes, CDs, records, tapes, photographs, policies, manuals, credit cards, correspondence, equipment/machines, other papers and of whatsoever nature kept or made by you relating to the business of the Company (without taking copies or extracts thereof and withholding the same) and any keys and other property of the Company which may then be in your possession.

1. **CODE OF PRACTICE**

All employees are required to conduct the business of the Company with the highest level of integrity and moral behaviour. Attached is a code of practice which you are required to familiarise yourself and apply. Please note that it may be reviewed by the management from time to time.

This letter is sent to you in duplicate, if you are agreeable to the above terms and conditions of service, you are requested to sign one copy signifying your acceptance to this contract and return it to the Human Resource Department within forty-eight (48) hours.

Yours faithfully

The Jitu

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**CHIEF EXECUTIVE OFFICER**

**Accepted:**

**I …………………………………………….. have read, understood and accept the above terms of service.**

**Signature: ……………………………………………..**

**Date: ..……………………………………………………**