**{dateNow}**

**S/No{contractSn}**

{userContractFname} {userContractLname},

{postalAddress},

{companyLocation},

Dear {userContractLname},

I am pleased to offer you {contractType} as a {jobRole}in **Department, {departmentName}** starting from {startingDate}to **{endingDate}**

**a) SALARY:** You will be paid a basic salary of Kshs.{basicSalary}/-anda house allowanceofKshs.{houseAllowance}/-on Salary Scale **TE** {salaryScale}. This salary will be paid in arrears at the end of each month.

**b) BENEFITS:** You will be entitled to a Medical Allowance of Kshs.{medicalAllowanceOp} **Out-patient** and Kshs.{medicalAllowanceIp} **In-patient** within this Contractfor self, spouse and dependents under the age of 24 years. You will however, not be entitled to **other benefits** normally enjoyed by permanent employees of this Company.

**c) WORKING HOURS:** Your working hours will be {workingHours}hours per week. The times of reporting to and departure from work will be determined by Management from time to time depending on the organization’s operational needs.

**d)** **DUTIES & RESPONSIBILITIES:** Your immediate Supervisor will assign you specific duties and responsibilities for the position. Your responsibilities may also be varied from time to time in line with operational requirements. You will therefore be expected to handle work assigned to you diligently and professionally at all times.

**e) STAFF IDENTIFICATION NUMBER (S/N):** Your **S/N.** shall be **{staffNumber}**

**f) CONFIDENTIALITY:** You will not, without the consent of the Company, disclose any of its secrets or other confidential matters to anyone not authorized to receive them.

**g) TERMINATION OF EMPLOYMENT:** Unless otherwise advised, your last working day will be **{endofContract}** The employment however, may be terminated by either party giving the other one month notice or one month pay in lieu of notice. This is without prejudice to the Company’s right to terminate the employment summarily for lawful cause.

**h) LEAVE:** You will be entitled to {leaveDays} **{typeOfLeave} days** for every month worked. You will be required to take the accrued leave days ({accuredLeaveDays} *working days*) within the Contract period.

**i) CODE OF ETHICS:** You will be subjected to the Company’s code of Ethics for the duration of your Contract, a copy of which is attached.

**j) ACCEPTANCE:** Please indicate your acceptance in **writing** of the above terms and by signing the duplicate of this letter in the space provided below.

Yours faithfully*,*

**MANAGER, HUMAN RESOURCE**

I have read and understood this employment contract and agree to serve the Company under the terms and conditions stated herein.

**SIGNATURE: ……………………………… DATE: ………………………**

C.c.