



**STRICTLY PRIVATE AND CONFIDENTIAL**

KS0523  
Brian Akidaka Adegula  
Territory Sales Executive  
C/o d.light Ltd.  
**Western, Kenya.**

14<sup>th</sup> September, 2021

Dear Brian,

**NON – CONFIRMATION OF EMPLOYMENT**

Reference is made to your appointment letter Clause 7 on probation. We are writing to confirm the decision of **non-confirmation** into the role of Territory Sales Manager Western, due to non-performance.

To this end, your last day of service is deemed as **14<sup>th</sup> September, 2021.**

Thus, your final dues shall be computed as follows:

- Days worked and not paid up to 14<sup>th</sup> September, 2021.
- Seven (7) days' payment in lieu of notice.
- Your 8.75 leave balances
- Less any liabilities owed to the company.

Before being paid, you will be required to clear with the company using the company clearance procedure. You will be required to hand over all company property in your possession or under your control including any computers, keys, records, reports and other documents and any copies of them (whether in physical, digital or electronic form).

I take this opportunity to thank you for your contribution to the organization and wish you well in your future endeavors.

Please sign below to as an acknowledgement of this letter.

Yours sincerely  
d.light Ltd,

A handwritten signature in black ink, appearing to read "JM", is written over a horizontal line.

**Jacqueline Mulama,**  
**Ag Head of Human Resource- Kenya**



**ACCEPTANCE AND CONFIRMATION**

I, ..... hereby confirm that I accept all the terms set out in the letter above and further accept and acknowledge that I have no claim whatsoever against the Company and/ or any of its subsidiary or associated companies for loss of office or any other claims or demands arising from my termination of employment or otherwise and that no agreement or arrangement (whether written or otherwise) is outstanding under which the company and or any of its subsidiary or associated companies has or could have any obligation against me.

Staff Name:..... ID Number: .....

Staff Signature: ..... Date: .....