

SHALOM OIL LIMITED

OFANKOR SERVICE STATION

P.O.BOX DS 1938, DANSOMAN ESTATE-ACCRA

TEL: 0549053295, 0247002211, 0249344423

10th November, 2021

Subject: Suspension from duty post

Dear, Mr. Afriyie Kingsley,

Management wishes to express their dissatisfaction concerning your work as a security guard. You have been warned and advised severally on allowing indiscriminate parking on company's premises which you have failed to listen. You allow customers to leave their properties on company's premises without any managerial approval. This conduct poses a serious security and operational risk to the company, and its strictly prohibited per the company's rules and regulations which you are aware of. Since you failed to heed to previous advice, management have decided to suspend your duties as a security guard for two (2) weeks. You will not receive salary for the suspension period. You are required to see your Supervisor and hand over any company's property or item in your possession before leaving.

Your conduct is very risky and management will have a formal meeting with you after serving your suspension period to discuss the dangers of your behavior in order to avoid repeating the same in the future.

Your suspension period starts on **10th November 2021**. Report to management on **24th November 2021** for further action.

Thank you.

Best Regards

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Management (Ofankor)

CC: Head of Administration, Mr. Albert Ofosuapea