

HRM/REC-038/001/03/2025

6<sup>th</sup> March 2025

Elton Simiyu

+254745664742

Email address: eltonsimiyu99@gmail.com

Dear Mr. Elton,

**RE: OFFER LETTER FOR THE POSITION OF AN IT SUPPORT TECHNICIAN AT THE NAIROBI WEST HOSPITAL**

The subject matter refers.

We are writing to inform you that you have been selected for the subject position.

**Position:** IT Support Technician

**Duration:** Three (3) Months with effect 10<sup>th</sup> March 2025

**Date of Joining:** 10<sup>th</sup> March 2025

**Reporting to:** Head of Department

**Compensation:** As per schedule 1 (attached).

Kindly note that more details about your engagement will be stipulated in the contract which agreement will be signed between you and the hospital after you accept this offer.

This offer is valid up to 9<sup>th</sup> March 2025 and your response should reach the undersigned on or before 9<sup>th</sup> March 2025.

We take this opportunity to congratulate you for the appointment and look forward to hearing from you.

Yours Sincerely,

**FOR: THE NAIROBI WEST HOSPITAL LTD**

  
**MONISHA GOSSAIN**  
**HUMAN RESOURCE MANAGER**

**Acknowledgement:**

I \_\_\_\_\_ have read and understood. I agree/disagree with this letter and its content.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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**SCHEDULE I**  
**Elton Simiyu**  
**REMUNERATION**

You will be paid a gross salary of **Kshs. 35,000** (Thirty-Five Thousand). The gross will be subject to statutory deductions i.e. PAYE, NSSF, SHIF and any other as maybe permitted by the law. The salary will be paid at the end of each month.

- Breakdown for the above Gross Remuneration of **Kshs 35,000** is inclusive of risk allowance of **Kshs. 300**

	Amount in Kshs	Amount in Kshs
<b>Gross Pay</b>		<b>35,000.00</b>
Less statutory deduction		
1. PAYE	1,853.00	
2. NSSF	2,100.00	
3. SHIF	963.00	
4. Housing Levy	525.00	
5. Any other deduction as may be permitted by the law		
<b>NET in Hand</b>		<b>29,559.00</b>



**Acknowledgement:**

I \_\_\_\_\_ have read and understood. I agree/disagree with this letter and its content.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_