



**GREENFIELD**

Phone: +254 (0) 714402807

Fax: +254 (0) 714402807

Email: greenfieldrestpark@gmail.com

Date: 1<sup>st</sup> May 2023

Ref: HRM/ATIACH/AN13

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Dear Sir/Madam,

**REF: ATTACHMENT OFFER**

This is to confirm your Attachment with Greenfield Company Limited with effect from 2nd May 2023 to 31<sup>st</sup> July 2023 inclusive.

During this period, you will be supervised by the Head of Department.

**Confidentiality:**

You will not without the consent of the company, disclose any confidential information or other matters, which will be privileged to you by virtue of your Attachment with us, to anyone not authorized to receive the same.

**Student Regulations:**

You are required to make yourself conversant with and abide by such student regulations as are currently in force.

**Benefits:**

The Company will not provide any form of payment or benefit for Attachment, work placement and elective programs. However, in the event of a medical emergency or accident while on duty and as directed by the attending doctor at the staff clinic, treatment will be provided upon payment of the relevant charges.

**Medical Treatment**

The Company will not take out medical cover on your behalf during the Attachment period. Any treatment will be provided at your own cost.

**Identity Badge:**



You shall be provided with an identification badge which you will wear while within the company compound.

### **National Identification Car41Passport:**

University and College students are required to produce a copy of their National Identification Card or passport on the day of reporting.

### **Dress Code:**

- Non- uniformed students i.e. university and college students are expected to be smartly dressed at all times.
- Personal hygiene, neat appearance and acceptable behavior are of paramount importance.

### **Hours of Work:**

- The Attachment program is from 8.00 a.m. to 5 p.m. on Monday to Friday.
- The Company reserves the right to terminate the Attachment following violation of any of the above requirements and any other company policy by giving a notice period of 2 days.

### **Meals:**

Students will be provided with midmorning and afternoon tea and snacks.

### **Report:**

We expect a report at the end of the Attachment period and your immediate Supervisor will guide you on areas to cover.

- Areas covered during Attachment
- Aspects liked most during the Attachment
- Suggestion for improvement for the Company

### **Reporting:**

You shall report to the Human Resources Department for further instructions and deployment on the first day of your Attachment.



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**Clearance:**

Students will be required to clear with the Human Resources department on completion of their Attachment/work experience.

We take this opportunity to welcome you to Greenfield Company and wish you well during your Attachment.

Yours sincerely,

Alphonse Mkoa

Human Resources Manager

Name:.....

Signature:.....