



# SHILOAH INVESTMENTS LTD

Date:27-03-2018  
ROLEX OWINO OMONDI  
P.O BOX:550 40404

**SUBJECT:SUMMARY DISMISSAL**

This is to inform you that your employment with (company name) has been stopped with effect from due to the following reasons -----

----- A pre-disciplinary meeting was conducted on....., and the above mentioned gross misconducts were discussed and how they impact company operations. In lieu of the above and all information available, including prior disciplinary actions and your comments (or lack of comments) during the pre-disciplinary meeting, you are being dismissed from your position effective (date). Please return all company property in your possession to your immediate supervisor/ HOD to facilitate processing of your final salary and any other dues if any. You have the right to appeal within three months from the date of this letter to the Labor Office your dismissal; however, the appeal will not halt your dismissal.

Yours trully,

For GRANDWAYS VENTURE LIMITED

**Human Resources Manager**

Cc:The Labour Officer