

CATHERINE MAINA

October 14, 2016

Re : SUSPENSION LETTER

Dear Catherine Maina

It came to our attention that you do not follow the rules and regulation that the company has set out for you as a supervisor. The company directors have decided to suspend your letter of appointment for three months from this day of 14th October 2016 to 14th of January 2016 without notice as investigations are being performed.

Reasons as below;

1. Mismanagement of the company time.
2. Poor customer relations
3. Lack of respect to the company chain of command
- 4.

After suspension you shall return to the company on 16th January 2016 and a meeting will be held with the board of directors.

Manager,
UMASH FUNERAL SERVICES LTD.
P.O. Box 23567 / 00625
NAIROBI
TEL: 2487380 / 2487385

UMASH FUNERAL SERVICES LTD