

REPUBLIC OF KENYA



MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR & SOCIAL  
PROTECTION

Telegrams: "LABOUR OFFICER" Nairobi  
Telephone: 341006, 312226, 318414 Ext. 20396.....  
When replying, please quote  
16<sup>th</sup> Floor-Room No.....

COUNTY LABOUR OFFICE, NYAYO HOUSE 16TH  
FLOOR, RM.  
P.O. BOX 42988 - 00100,  
NAIROBI

Ref: ML/NBI/LD64/.....

D.O. (1007) 16.

Date: 2<sup>nd</sup> Nov 2016.

To THE DIRECTOR

UMASH FUNERAL SERVICES.

P.O. BOX 23567-00625

NRB.

Dear Sir/Madam,

Name Peter Mbasu Kithaka Ref/ID No. 23046431.

States That:

You had employed him/her as a Driver. w.e.f. March 2016. on a monthly/Daily  
Wage of kshs. 17,000 and that you terminated his/her services on 01/11/2016. without lawful  
cause. He /She therefore demands the following:-

- a) Notice pay.
- b) Salary for October.
- c) Pro rata leave for months worked.
- d) \_\_\_\_\_

If this is correct, I shall be grateful if you will settle this matter promptly.

If it is incorrect, may I please have your comments within seven days from the date of this letter.

Yours faithfully

[Signature]

COUNTY LABOUR OFFICER  
NAIROBI

[Signature]  
DISMAS R. WAKHAYA  
LABOUR OFFICER

0722 378 037.

COMMENTS BY EMPLOYER:

Date: \_\_\_\_\_

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