

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
16th Floor-Room No.....

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

Ref: ML/NBI/LD64/.....
Dw/1006116.

Date: 2nd Nov 2016.

To THE DIRECTOR.

UMASH FUNERAL SERVICES LTD.

P.O. Box 23567-00625

NAIROBI.

Dear Sir/Madam,

Name Joyce Ndinda Musau. Ref/ID No. 0534896.

States That:

You had employed him/her as a Mortuary Attendant w.e.f. 22/9/2009 on a monthly/Daily Wage of Kshs. 20,000 and that you terminated his/her services on 16/09/2016 without lawful cause. He /She therefore demands the following:-

- Salary for days worked in Sept.
- Notice pay.
- Leave for 3 yrs.
-

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

COUNTY LABOUR OFFICER
NAIROBI

to DISMAS R. WAKHAYA
LABOUR OFFICER (0722 378037)

COMMENTS BY EMPLOYER:

Date.....

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