

15 September 2016

JOYCE NDINDA MAKAU
ASSISTANT MANAGER
MORTUARY
NAIROBI

Dear Joyce

This letter is to confirm that you are being suspended without pay 16 September to 17 October 2016.

This action is being taken due to your vending Umash Funeral Home resources and promoting other companies products while under Umash Funeral Home. In addition, you have previous disciplinary actions for re-using deceased clothes for the purpose of selling them.

You are expected to return to work at 10am on 17th October. I expect that you will have thought over on these allegations that have been made against you and ready to hand over accomplices if any.

Failure to show immediate and sustained improvement in behavior or performance may result in further disciplinary action up to an including termination.

If you have any questions about this discipline, please don't hesitate to talk with me

Sincerely,


ERIC KAMAU
Mortuary Administrator.

cc: DIRECTOR
cc: GENERAL MANAGER
cc: MANAGER