

Dear **Lorna W. Muchangi**,

Congratulations! I am pleased to confirm you the offer details for the **Software Engineer (Level 59)**, based in **Kenya, Nairobi** reporting to the **Sven Arne Gylterud (PARTNER CHIEF OF STAFF)**.

Please find the details of your offer below:

- Annual Base Salary: **4,725,000 KES** per annum
- Annual Car Allowance: **KES 840,000** per annum
- Annual Fuel Allowance: **KES 468,000** per annum
- Annual Cell Allowance: **KES 342,852** per annum
- Annual Internet Allowance: **KES 154,284** per annum
- On-hire Stock award: **USD 12,000**

Incentive Plan (C1):

You will also be eligible for an annual bonus, ranging from zero to a maximum of 20% of your bonus eligible salary during the rewards period based on your performance. Your first eligibility for a bonus will be determined based on your start date and will be reviewed each year per Microsoft eligibility rules.

Other Benefits:

- Health club membership – **KES 142,857** per annum
- Short-term Disability / Sick leave: All FTEs are entitled to the bundled supplemental insurance. No Contributions paid by Employee, it is fully Paid by Microsoft. For temporary disability, the benefit applied is 100% full salary payment for the first 3 months.
- Long-term Disability/Total Permanent Disability: Microsoft provides a supplementary bundled plan with for employees only. 70% of base is paid for total & permanent disability / per employee after definitive determination of the Total & permanent disability by a physician. The benefit is paid 100% by Microsoft.
- Provident - The Company has a provident fund established with two contribution options of 3% or 5%. You shall contribute either 3% or 5% of your salary toward the provident fund and the Company shall match the contribution option you have chosen. Both contributions will be considered to belong to you. If you elect not to join the scheme you will not be entitled to the Company's contribution or any other retirement benefit whatsoever. You understand that it is not a legal requirement under Kenyan law for the Company to provide any retirement benefits to the employees. The Company's contribution to the provident fund shall be net of any contributions by the Company to the National Social Security Fund of Kenya.
- Medical - Microsoft has a group private medical plan. The Company pays 100% of the premium for eligible employees and dependents. Eligible dependents include up to 4 children and spouse.

Kindly note that all aforementioned figures are in **local currency and in gross, subject to local taxes.** (Except for the on-hire stock award in USD managed by Microsoft Corp)

Your employment will be governed by the Labor Laws of **Kenya**.

The details of this offer must be kept confidential and not disclosed to any other party.

I have fully read and accepted the terms mentioned in this offer letter.

Name :

Signature :

Date: