



THE KENYA SCOUTS ASSOCIATION

**The Chief Executive's
Office Nairobi**

NWHS/HRA/FIL/STF002

07/31/2024

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DEPUTY DIRECTOR, INTERNAL AUDIT

Dear ,

ANNUAL LEAVE APPROVAL

Reference is made to your application dated **6/22/2024** and wish to inform you that **2** days have been approved commencing from **6/28/2024** up to and including **07/01/2024**.

You are therefore expected to resume on **7/2/2024**. On resumption of duty your leave record will be as follows:-

	<u>NO. OF DAYS</u>	<u>REMARKS</u>
Leave carried forward from financial year 2021/2022	0	
Annual leave due for financial year 2022/2023	0	
Total days due	0	
Less days already taken	-	
Days applied for	2	
Less days forfeited	-	
Outstanding balance	9	

Yours faithfully

William Odour
FOR: CHIEF EXECUTIVE OFFICER