Human Resource Management  
Copy Cat Ltd

P.O. Box 49872 GPO 00100

Nairobi, Kenya.

25th April 2014

Dear Sir/Madam

**RE: WORKING HOURS ON SATURDAY**

I am writing to express myself as a seventh day believer, and for this I may not be able to be attending work on Saturdays. To balance my working hours, I am willing to work from 7:30AM to 5:00PM and on Sundays if possible.

I look forward to hearing from you

Yours sincerely

Samson Mwangi