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Rethink Insurance

1 December 2017

Ms. Retshidisitswe Lehata (ID: 940709 0463 082)

Dear Retshidisitswe,

EMPLOYMENT WITH WESTERN ADMINISTRATION SERVICES (PTY) LTD

We have pleasure in extending an offer of employment to you with Western Administration Services (Pty) Ltd on the terms and conditions of WNI. We would like to confirm that you would be appointed as a **Graduate** as from **1 January 2018 until 30 June 2019** or as soon as possible thereafter as per agreement at the following office of Western: **5th Floor, The Edge, 3 Howick Close, Tygerfalls Office and Residential Park, Bellville, Cape Town, 7530.**

- **Type:** 18 month graduate programme
- **Office Hours:** 08h00 to 17h00
- **Salary package:** R240 000 (annual cost to company)
- **Annual Leave:** 1 day for every 17 days worked
- **Probationary Period:** 3 months

You will be stationed at the **Western, Tygervalley** office and will report to the Head of Underwriting – Nicholas Esterhuysen.

Please note that your employment relationship will be regulated as agreed upon in your Employment ("the Agreement") and the WNI Personnel Policy and Procedures Manual (the "Policy Manual")

We request you to familiarize yourself with the content thereof and to ensure that you are familiar with all terms and conditions contained therein.

Your job description, duties, remuneration, leave, restraint of trade and termination of service are regulated in the Agreement.

Please take note that the employment offer is subject to the successful confirmation of your credit, criminal and Honours qualification status.

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Your contract of employment together with any further relevant documentation will be handed to you upon commencement of service.

Kind regards

[signature]

Selina Newman
Manager: Learning & Development

ACCEPTANCE OF OFFER OF EMPLOYMENT

I, RETSHIDISITSWE LEHATA , ID 9407090463082 , hereby accept the offer of employment as detailed in this letter and its annexures (including the Salary package).

My first day of service will be ___1 JANUARY 2018___ as discussed with my supervisor, NICHOLAS ESTERHUYSEN

[signature]

04|12|2017

Employee Signature   Date

RL