



August 9, 2016

  
Westlands Square  
Nairobi, Kenya  


**RE: NOTICE OF OFFER FOR VOLUNTARY EARLY RETIREMENT**

Following some recent business reviews, a management decision was arrived at to offer you the opportunity to retire on a Voluntary Early Retirement option.

The offer is valid until Friday 12<sup>th</sup> August, 2016.

Should you accept the offer, the following are the benefits and conditions that will apply:

1. 20 days severance pay for each year worked (service pay)
2. Applicable salary as at the last date of work
3. Accrued leave days to date
4. Pension contributions as per the Retirement Benefits Authority Regulations
  - a. 100% of employee contribution
  - b. 50% of employers contribution
5. Any payments that may have been accrued as at the last date of work
6. Certificate of Service

You are required to respond to the HRBP of Uchumi in writing, by Friday if you wish to accept the offer.

Yours faithfully  
For: Uchumi Supermarkets Limited



**Peris Mwangi**  
**Human Resources Business Partner**

Cc Employee File