

Date: 17th April, 2023

Name: Nyawira Mugure
Designation: People Operations
Department: Human Resource

Dear Nyawira Mugure,

RE: SHOW CAUSE LETTER FOR GROSS MISCONDUCT

You are aware that several incidences of theft by employees have occurred within the Company. The company amongst other measures notified its insurer and lodged a claim. The insurer in turn on its own initiative conducted private investigations on possible collusions by employees within the company and submitted a confidential report to the management.

Of concern however, the report noted:

1. That you worked for Code for Africa during the subsistence of your employment with Amitruck Limited.

You are clearly in breach of the employment contract that binds both you and Amitruck Limited and this action amounts to gross misconduct that attracts summary dismissal. You are therefore required to submit a written explanation to the Chief Executive Officer by close of business on 18th April, 2023 as to why disciplinary action should not be taken against you.

Pending your explanation and a decision by the management, you are hereby suspended from work for a period of 2 days commencing on 17th April, 2023. For clarity purposes, the company shall contact you vide your email address nyawiramugure@gmail.com and mobile number 0702 654 245 to communicate its recommendations in view of your response submitted.

During the period of your suspension, you are not allowed to enter the company premises or carry out any transaction on behalf of the company without approval from the management. Please take note that if your explanation is not received or is found to be unsatisfactory, appropriate disciplinary action will be taken against you.

Yours faithfully,

(Name of Signatory and Designation)