



21 November 2022

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: CERTIFICATE OF SERVICE

This is to certify that **Mr. Eric Muia Wambua** was an employee of Actuarial Services (East Africa) Limited, based at the head office on 26th Floor, Old Mutual Tower, Upper Hill Road, as per the information contained below:

Name of employer:	Actuarial Services East Africa Limited
Postal address of employer:	P.O. BOX 10472 – 00100, Nairobi, Kenya.
Commencement date:	01 January 2020
Last day of employment:	21 November 2022
Job title:	Officer II, Graphics and Communications

Eric left of his own accord. We wish him all the best in his future endeavors.

Yours Sincerely,
For and on Behalf of Actuarial Services (EA.) Ltd

Human Resources Department



21 November 2022.

Eric Muia Wambua
Officer II, Graphics and Communications

Dear Eric,

ACCEPTANCE OF RESIGNATION LETTER

We confirm receipt of your resignation, sent via email dated 17 November 2022.

We note that the letter serves as your notice of resignation from the company and that your last working day will be 21 November 2022. We confirm that the Company hereby accepts the resignation.

Your final dues will comprise of your days worked in November 2022 and any accrued unutilized annual leave days, less any notice period in lieu and or any monies owing to the company.

Your final dues will be processed with the payroll of November, 2022.

A complete handover with your team leader and a duly completed clearance form will complete your resignation process.

We take this opportunity to thank you for your service to ACTSERV and to wish you the very best in your future endeavors.

Yours sincerely,
For Actuarial Services (EA.) Ltd

Human Resources Department

**CC. Managing Director
Employee File**