



HEADQUARTER  
Anniversary Towers  
University way  
P. O. Box 30084-00100  
Nairobi

Telephone:- +254 (20) 3214000 Email:  
info@oagkenya.go.ke Website:  
www.oagkenya.go.ke

Ref: No. D85Y6

4 November 2025

Andrew Dishon Oyugi  
ID No. 33065830

Email Address: andrewdishon95@gmail.com

### APPOINTMENT LETTER FOR POSITION OF THE AUDIT ASSOCIATE GRADE OAG 8

We are pleased to extend an offer of employment for the position of **Audit Associate Grade OAG** at **OFFICE OF THE AUDITOR - GENERAL**. After a thorough review of your qualifications and interview process, we are confident that your skills and experience make you an excellent fit for our team.

Terms and Conditions of Employment:

- 1. Position:** You will be employed in the position of **THE AUDIT ASSOCIATE GRADE OAG 8**. Your immediate supervisor will be assigned later.
- 2. Start Date:** Your start date will be **6 JANUARY 2025** at 9:00am. Please report to HR department at our headquarters.
- 3. Compensation:** Your starting salary will be 170,000, paid monthly. This will be subject to deductions for taxes and other withholdings as required by law.
- 4. Benefits:** You will be eligible for health insurance, retirement plans, as per the government policies.
- 5. Working Hours:** Your regular working hours will be 8:00 am to 5:00pm, from Monday to Friday. Lunch breaks will be one hour from 1 to 2 pm.
- 6. Probationary Period:** The first 3 months will serve as a probationary period during which your performance will be assessed. During this time, either party may terminate the employment relationship with or without cause and with or without notice.
- 7. Confidentiality Agreement:** As a condition of your employment, you will be required to sign and adhere to our confidentiality agreement.

Please signify your acceptance of this offer by signing and returning a copy of this letter on the reporting day.

We look forward to welcoming you and anticipate a mutually beneficial working relationship.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Henry Lagat', written in a cursive style.

Henry Lagat  
HR Department  
OFFICE OF THE AUDITOR - GENERAL