

**FIRYALI SECOND HAND LIMITED**  
**P.O. BOX 60009 - 00200 NAIROBI, KENYA**

**DATE: 19<sup>th</sup> December, 2025**

**NAME:** Lydia Awour Owino  
**DESIGNATION:** Staff  
**WORK STATION:** Kisumu shop  
**ID NO:** 37780499  
**Phone No:** 0714721838

Dear Ms. Owino,

**SUBJECT: PROMOTION**


I am pleased to inform you that management has approved your promotion from **Staff to Mentor** effect from **19<sup>th</sup> December, 2025**.

For this reason, your salary has been increased by **Kshs. 2,000**. You will be placed under 3 month probation period to evaluate your performance in regards to sales, social media, neatness, pull down, team work, stock accuracy, property and capital security. The company can also demote you based on regular evaluations during the probation period.

You are under obligation to report any irregularities happening at your work place failure to which you will be held accountable. The Company will also be glad to receive any suggestions, observations and recommendations towards the growth of the company.

I take this opportunity to congratulate you for this achievement and wish you well in your duties

Yours Sincerely,

  
**HUMAN RESOURCE MANAGER**  
**FIRYALI SECOND HAND LIMITED**