



DISCHARGE AND RELEASE

I, _____ (ID No. _____) of P.O. Box _____ in the Republic of Kenya (hereinafter the "Employee" which expression shall include my personal representatives, heirs and assigns).

WHEREAS the Employee was employed by _____ of _____ aforesaid (hereinafter the "Employer" which expression shall include its successors and assigns, respective affiliates, holding company and subsidiaries, the respective directors, officers and employees) from _____.

The Employee's contract of service/ employment with the Employer as a _____ at the Employer's premises in _____ was terminated on _____ and after due consultation the Employee has acknowledged and accepted this.

THE EMPLOYEE HEREBY ACKNOWLEDGES RECEIPT

of the sum of Kenya Shillings _____ (KShs. _____) being paid to the Employee by the Employer, being the Gross amount of money due to her prior to all statutory deductions (if any) which sum is calculated as follows:

- | | |
|---|-------------|
| 1. Salary up to the date of termination | KShs. _____ |
| 2. _____ Month's salary in lieu of notice | KShs. _____ |

THE EMPLOYEE HEREBY ACCEPTS

the aforesaid sum in full and final settlement of all, any, each and every claim cost expense or right of any kind (if any) which the Employee may have against the Employer and the Employee knowingly and voluntarily waives and releases the same from all, any, each and every such claim cost expense or right (if any) including but not limited to:

1. Any claim for damages for breach of contract or pay in lieu of notice;
2. Any claim for holiday/ leave pay;
3. Any claim for outstanding pay, overtime, bonus or commission due (if any);
4. Any claim for redundancy payment;
5. Any claim under any other Act pertaining to this matter;
6. Any claim for any personal injury; and
7. Any other claim whatsoever related to the Employee's employment with the Employer.

IN CONSIDERATION

of the aforesaid payment the Employee undertakes to indemnify the Employer against any or all claims arising out of the termination of the said contract of service/ employment.

THE EMPLOYEE HEREBY ACKNOWLEDGES

that the Employee has read this Discharge and Release, had the opportunity to ask questions and have had it explained to him both in English and Kiswahili. By execution of this Agreement the Employee agrees and consents to the matters contained herein and discharges the Employer absolutely in respect of the matters herein.

Employee's Name & Signature

Employer's Name & Signature

Witness Name, Address & Signature

Date