



Biological Filters & Composters Limited

C81/14, Forest Avenue Dzorwulu, Accra, Ghana

Phone: +233 26 629 9944

Date: 1st September, 2016

Dear David Winston Adjavon,

OFFER LETTER OF EMPLOYMENT

You are hereby appointed as Personal Assistant to the Director and are required to commence work on 1st September, 2016. The intent of this position is to offer you training through the following duties.

As part of your duties you are required to schedule appointments as need be to enable Non-Biofil staff see the Director. You are required to document such meetings and create/manage files as appropriate, type and print relevant records, respond to the Directors' emails where necessary, as well as run official errands of importance among others.

Your monthly income at Biofil will be GHC 800.00. A breakdown of GHC 400.00 for your training and the other GHC 400.00 for all other related work. You are expected to perform with a high level of commitment and proficiency. Congratulations and welcome.

Sincerely,

Mr. Kweku Akuam Anno.

Managing Director

Biofilcom