



KENYA COFFEE SCHOOL

TRAINING ALL MATTERS COFFEE

OFFICIAL HR / SERVICE TERMINATION NOTICE

LETTER OF SERVICE TERMINATION

Date:	_____
Employee / Tutor / Trainer Name:	_____
Position / Role:	_____
Effective Termination Date:	_____

Dear _____,

This letter formally confirms the termination of your service/working relationship with **Kenya Coffee School (KCS)**, effective on the date stated above. This decision is made in accordance with KCS administrative, operational and human-resource requirements and the terms applicable to your engagement.

GROUNDINGS FOR TERMINATION

- Attendance and punctuality issues** — repeated absence, irregular attendance, lateness, failure to report for assigned sessions, or failure to maintain the expected availability for KCS duties.
- Failure to meet agreed working/meeting times** — inability or repeated failure to attend scheduled meetings, training sessions, administrative briefings, assessments or other assigned engagements.
- Failure to communicate absence** — absence from work, meetings or assigned activities without timely notice, explanation or appropriate communication to KCS administration.
- Communication and responsiveness concerns** — persistent failure to respond to official KCS communications, instructions, schedules, student matters or administrative requests within a reasonable time.
- Failure to perform assigned responsibilities** — failure to deliver agreed training, administrative, academic, digital or operational duties to the required KCS standard.
- HR, conduct or compliance concerns** — conduct inconsistent with KCS policies, professional expectations, confidentiality requirements, safeguarding of KCS materials, workplace standards or lawful administrative directions.
- Operational requirements** — KCS may discontinue an engagement where staffing, scheduling, restructuring, performance requirements or other legitimate operational considerations make continuation of the role impractical.

EFFECT OF TERMINATION

- All KCS teaching, tutoring, administrative, digital-platform and representative authority assigned to you ceases on the effective termination date.
- You must immediately hand over all KCS property, documents, training materials, student information, access credentials and administrative rights in your possession or control.
- You must cease representing yourself as a current KCS employee, Tutor, Trainer, Administrator, official representative or authorized affiliate after termination.
- You must stop using, distributing, publishing, uploading or commercially exploiting KCS manuals, curricula, photographs, videos, logos, course content, assessments and other KCS intellectual property except where KCS has provided written authorization.
- Any outstanding KCS administrative or financial matters should be reconciled with the KCS administration as directed.

IMPORTANT: Termination of service does not cancel obligations relating to confidentiality, intellectual property, unauthorized access, impersonation, student/data confidentiality or other obligations that by their nature continue after the working relationship ends. KCS reserves the right to issue a cease-and-desist notice and pursue appropriate contractual, civil or statutory remedies where there is unlawful use of KCS identity, materials, systems or digital platforms.

This letter constitutes formal notice of the termination of the service relationship. The employee is requested to sign below to acknowledge receipt of this notice. **Signature acknowledges receipt and does not necessarily constitute agreement with every statement in the letter.**

FOR KENYA COFFEE SCHOOL

EMPLOYEE / TUTOR / TRAINER

Name: _____	Name: _____
Title: Director / KCS Super Admin	Role: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Official Stamp: _____	Acknowledgement: _____