

**Strictly Private & Confidential**

Miss S Dickens  
11 Sheepen Place  
Colchester  
Essex  
CO3 3LD

15 September 2025

Dear Sarah

I write to acknowledge your resignation sent on 29 August 2025.

Detailed below is confirmation of your leaving arrangements.

**Last Day of Employment**

Your last day of employment will be 19 September 2025.

**Notice Period**

You are required to work your notice period as required by your Contract.

During your notice period, you remain bound by the terms of your Contract, including any implied duties of good faith, confidentiality and fidelity.

**Obligations after Termination**

We also take this opportunity to remind you of your ongoing obligations following termination, as you will remain bound by the obligations set out in clause 1 as well as clause 3 (confidentiality), clause 3.1 (intellectual property), and especially the restrictive covenants as stipulated in clause 2, specifying restrictions on the extent you can work in competition with the Company, deal with clients or suppliers of the Company or otherwise solicit staff members.

**Return of Property**

You are required to immediately return to us any information in your possession, custody or control belonging or relating to us and our business contacts, and irretrievably delete any copies of such information stored by you on any personal electronic device (including, but not exclusive to your phone, laptop or memory disk).

You are also required to immediately return any property belonging to us in good condition, including client keys and ID card, by no later than 19 September 2025.

For clarity your access will be withdrawn from all Company systems on 19 September 2025. Should any company documents be downloaded to a personal email address, we will take further formal action.

### **Remaining Pay and Benefits**

Any remaining pay, monies owed to you, commission, and/or accrued entitlements (i.e. holiday pay) up to the date of 19 September 2025, will be paid to you (less any deductions or repayments as specified in your Contract) in the usual way and during the usual pay period.

A final payslip will be sent to you in due course to the personal email address you have provided to the Company.

**Please be advised this is not a statement of outstanding monies due or owed, as this is subject to final calculations by Payroll.**

Your P45 will be sent to you shortly thereafter.

Once you receive your final payslip and you have any questions regarding your final pay, please contact Teresa Manning, Payroll Manager on 01206 732493.

### **Nest employer pension contributions up to and including your date of leaving**

The Company will make the appropriate contributions in line with its requirements. It is not possible to calculate this figure as it depends on the total payments made to you in any one month however this contribution will be visible on each of your future payslips each of your future payslips each of your future payslips each of your future payslips.

You can contact a member of the NEST workplace pension scheme to discuss your pension options directly with NEST by contacting them on either **0300 020 0090**, or call them on **0843 504 7236**.

Should you have any questions in relation to any of the above points please let me know.

Finally, I would like to take this opportunity to thank you for your contribution to the Company and to wish you all the very best for the future.

Yours sincerely



**Serwaa Osei Owusu**  
**Human Resources Administrator**