



TOKIO MARINE
KILN

Tokio Marine Kiln Insurance
Services Limited

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United Kingdom

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www.tokiomarinekiln.com

PRIVATE & CONFIDENTIAL

Jagadeesh Jayachandran
27 Gainsborough Lodge
14 Hindes Road
Harrow
London
HA1 1SP

13th January 2023

Dear Jagadeesh,

Re: Resignation Confirmation

Thank you for your letter notifying us of your resignation. I confirm your last day of employment will be 5th March 2023 and that you will be paid up to and including this date.

It is expected that you should take all your pro-rata holiday before your last day but if applicable, you will be paid for any day's holiday not taken from your pro-rata entitlement for the year. If you have taken more days' leave than you are entitled to, those additional days will be deducted from your final salary. Any additional holiday requested under Flexible Benefits will be assessed against the number of days used and accrued to your date of leaving. Please see the Choices website for further information.

In addition, any company benefits you have will be cancelled from your termination date and we will notify the benefit providers accordingly.

I can confirm that you currently have no outstanding loans to be repaid to the Company.

Your payslip and P45 will be forwarded to you around March 2023 pay day. If you are a member of the pension scheme Scottish Widows will write to you about your pension around 6-8 weeks after your leaving date.

I wish to draw special attention to the clauses in your employment contract relating to confidentiality and intellectual property. In particular "Post Termination Restrictions". If you are in any doubt about what these clauses mean, please do not hesitate to seek clarification.


You will in due course receive an invitation to complete a confidential exit interview questionnaire.

Please ensure that you return all Tokio Marine Kiln property (e.g. Mobile Phone including passcode, Lloyd's Pass, Company Credit Card, IPad, Laptop, Desk/Locker Keys etc.) and your security pass card the HR team before you leave.

You are required to sign and return the attached undertaking confirming that you no longer have any confidential information or company property in your possession. Should you have such information this should be returned before your last working day.

I would like to take this opportunity to thank you for your service to Tokio Marine Kiln and wish you all the best for the future.

Yours sincerely,

DocuSigned by:

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James Shepherd
Head of Human Resources

ADDRESSEE ONLY

James Shepherd
Head of Human Resources
Tokio Marine Kiln Group
20 Fenchurch Street
London
EC3M 3BY

Undertaking

I, Jagadeesh Jayachandran of 27 Gainsborough Lodge, 14 Hindes Road, Harrow, HA1 1SP undertake and confirm that I understand that I remain bound by a duty of confidentiality both during my employment with Tokio Marine Kiln Insurance Services Limited and once my employment ended. I confirm that I have not breached this duty of confidentiality and will not do so. Furthermore, I confirm that I have/will return, to the Company, all company property and confidential information including documents and copies of such documents, e.g. any spreadsheets, and have or will not retain any copies either in document form or on any media including a personal computer or laptop or memory stick.

Signed

Dated