

Private & Confidential

Boxin Fan
Via Email

28 March 2024

Dear Boxin,

I write to confirm that, due to your resignation from your role as Associate, Investor Relations/Business Development/Product Development, your employment with Savills Investment Management Pte Limited ("the **Company**") will terminate with effect from 26 April 2024 (the "Termination" date). You will continue to work your contractual hours up until your Termination date.

LinkedIn/Social Media

If you use a service such as LinkedIn to provide your employment details, please update your profile following your last day to reflect that your employment with Savills IM has now ended.

Equipment

Please hand in any company equipment you have been given to your line manager or office assistant.

If you are using a company mobile, please provide the passcode for the lock screen to line manager or office assistant. If you are unsure how to do any of the above please contact your local office assistant or IT.

If you are using a Company Credit Card, please ensure this is returned before your leave date.

Inbox and Email Account

Your inbox will be left active for 21 days and your line manager will have full access should there be anything they may need to pick up after your immediate departure.

Please ensure that you have set an out-of-office on your email account for both internal and external people, stating where someone can direct any future enquires, as agreed with your manager.

Example:

I have now left Savills Investment Management. Please direct any further enquires to [line manager's name and email address].

Expense Claims

Please ensure all outstanding Expense Claims are submitted as early as possible so that they can be reviewed and approved before your last working day.

Restrictive Covenants

Please refer to your contract for any post-termination restrictions.

Final Salary Payment

You will be paid your normal salary up to and including the termination date.

Accrued Holiday

By your termination date you will have 7 days accrued annual leave and 1 day accrued annual weekend statutory holiday and to date have taken 1.5 days annual leave and 0 days annual weekend statutory holiday. Therefore you have accrued more leave than you have taken for the current year, and it will be necessary for the company to make a payment in your final salary for these untaken days. This payment will be the equivalent of 6.5 days.

Please note that should you take any additional annual leave before your Termination Date, please ensure you inform the HR team and book the leave on the system by 5 April 2024, this adjustment will then be reflected in the final salary payment.

Company Benefits

All Company benefits will end on your Termination Date.

Exit Interview

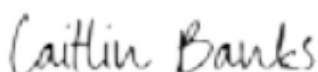
You will be invited to a meeting by a member of HR to discuss your experience of working at Savills IM. There is nothing specific to prepare ahead of this meeting, as they will be running through a series of structured questions.

Reference Requests

If you require any employment reference in the future, all requests need to be emailed to HR@savillsim.com. Information provided will be job title and employment dates only.

If you have any queries regarding the contents of this letter, please do not hesitate to contact me. On behalf of the Company, I would like to wish you all the best with your future endeavours.

Yours sincerely,



Caitlin Banks
HR Trainee