**NewDay**

7 Handyside Street

London

N1C 4DA

www.newday.co.uk

**PRIVATE AND CONFIDENTIAL**

Adarsh Bari Sharnappa,

Email Only

21 May 2021

Dear Adarsh,

**Resignation Acknowledgement**

Thank you for informing us of your wish to resign from your post with NewDay Cards Ltd. I write to acknowledge receipt of your resignation and confirm your last day of employment as **12 July 2021**

You will be paid as normal up to and including your last day. In the event that you have taken paid holiday in excess of your annual holiday entitlement, the Company is entitled to deduct a sum equivalent to pay for those excess days from your final salary payment.  In the event that you have accrued untaken holiday on termination of your employment, you will be paid (subject to applicable deductions) in lieu of such entitlement.

You will receive your P45 after your employment has ended. Please ensure your personal email address is entered onto Your NewDay so this can be sent to you,

If you are a member of the NewDay Pension Plan you will be separately notified of your entitlement under the scheme by Legal & General.

If you are a member of BUPA you are able to call 0800 600 500 to discuss continuation of your current cover.

Before leaving the Company, you should return any security passes, all Company documents (including copies), laptops, and any other property belonging to the Company to your Manager or the People Team. Please ensure Microsoft Intune is deleted from any personal devices you may have.

You will be able to access ADP for copies of your payslips and P60’s for 30 days after your leave date. You can view your e-payslips from any personal device with internet access, all you need is your ADP username (your NewDay email address) and your ADP password to access the ADP site. You can then save or print your payslips/P60 as required. The ADP web address is <https://ihcm.adp.com/ipclogin>

Please be aware that you remain subject to the confidentiality terms set out in your contract of employment.

NewDay will be happy to provide a standard reference to any potential employer.  The reference will include confirmation of posts held during your employment and length of service.  You should inform potential employers that they should contact the People Team at [people@newday.co.uk](mailto:people@newday.co.uk).

Finally may I take this opportunity to thank you for your service to the Company and to wish you all the best for the future.

If you have any queries please do not hesitate to contact your Manager or alternatively you can contact the People Team at [people@newday.co.uk](mailto:people@newday.co.uk).

Yours sincerely

**Grace Ryan**

**Specialist, People Operations**

**NewDay Cards Limited**