



7076138

Charles Ajah
17 MAYTREE ROAD
CHANDLER'S FORD
SO53 5RT
United Kingdom

24/06/2025

Dear Charles,

Your employment with the Company will terminate on 30/06/2025 by reason of redundancy. We would like to let you know a few things, some of which you might not be aware of.

Salary

You will be paid your basic salary (less PAYE and any other deductions) through Payroll in the normal way up to and including your last day with us.

Holiday Pay

If you have any outstanding holiday which you have not been able to take, this will be calculated and will be paid through Payroll in your final payment. If you have taken more holiday than your entitlement, this will be calculated and a deduction will be made from your final payment.

Notice Pay (PILON)

You will receive payment in lieu of notice to the amount of £5,739.82 (less appropriate PAYE deductions) (inclusive of car allowance, London Weighting and Central London Working Allowance).

Redundancy Payment

£10,819.90 for ex-gratia.

You will receive a bonus of £2,539.59 (calculated on base salary and bonus target % until the Termination Date).

Payment

Your termination date will determine the payroll month in which you are paid your redundancy package:

- If your leave date is on or before the 27th of the month, your payment will be paid in the month of your leave date.
- If your leave date is on or after the 28th of the month, your payment will be paid in the month following your leave date.

Pension

If you joined Sky's pension plan, Sky will pay its contributions for the notice period or a period equivalent to your notice period if you are paid in lieu of notice.

You will receive a letter from the Trustees of the pension plan approximately 12 weeks after your final pension payment informing you of your options under the Company plan. If you need to contact them earlier you can do so on the below:

Sky Subscribers Services Limited, Grant Way, Isleworth, Middlesex TW7 5QD

0333 100 6012 Visit [sky.com](https://www.sky.com)

Registered in England and Wales No.2340150 VAT registered No. 440 6274 67



Call: 0330 678 1504

Email: spp@buck.com

Write to: Gallagher (Manchester), PO Box 324, Mitcheldean, GL14 9BJ

For more information on Sky's Pension Plan, please visit www.skypensionplan.com.

Sky Healthcare Plan

If you are a member of the healthcare scheme, this cover will be extended from the Termination Date until 30/09/2025. Healthcare+ Extra Scheme members will be deducted for their employee contributions during this time (FOR PILON). For the avoidance of doubt all existing and continuing benefits under the scheme shall cease on this date.

If you would like to continue to be covered then please call Aviva on 0800 056 3008. The terms offered may be different to those on the Sky Healthcare Plan, but you will be offered cover without further medical underwriting provided you contact Aviva within 45 days of leaving the Sky Healthcare Plan. If you are currently receiving assistance via Employee Assistance Program, the assistance shall remain in place for 3 months following exit.

Sky IT Equipment

Sky IT equipment provided for your role, including any provisioned computer or corporate mobile, must be returned to your line manager by your termination date, in accordance with Sky Hardware policy in order to maintain Sky security and data protection requirements.

Sky Viewing

Your viewing offer (including TV, Broadband and Talk where relevant) will be extended for **12** months after your leave date. You will be contacted by Staff Accounts who will discuss the options available to you. Alternatively, you can call them on +44 (0) 344 241 1295.

Sky Mobile

If you are a Sky mobile customer your discounted mobile service (on SIM only mobile packages and contracts) will continue for **12** months after your leave date. After this period, you will automatically transfer onto a standard tariff. If you wish to change any of your plan specifics you are able to via online or by calling us on +44 (0) 3442 411295.

Outplacement

You are entitled to Right Management Outplacement support. You should have received an information sheet detailing the services. Sky will pass your details to Right Management and they will contact you directly to set up an initial meeting. Please ensure your personal contact details are up to date on Workday as these will be the details passed to Right Management. Right Management entitlement is valid for a three month period after the termination date.

Sharesave

If you are midway through your savings term you can:

- Take all your savings as cash. Savings are returned within 5 days to your nominated bank account on EquatePlus.
- Use your savings to buy Comcast stock at the special discounted Option Price at any time within 6 months of your leaving date.
- You can make up to six* further payments from your leaving date by standing order to Computershare.

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*The maximum number of contributions can't exceed the contracted scheme duration i.e., 36 contributions for a 3 year scheme or 60 contributions for a 5 year scheme.

If you have reached your maturity date you will have six months from your maturity date to exercise your options.

How do I contact Computershare?

Following your exit, you can submit your choice via EquatePlus, our Sharesave portal managed by Computershare. Visit EquatePlus.com (you'll need to use your User ID from the launch emails). If you have any questions around the available options, please call Computershare on 0344 472 6164 and they will be able to support you further.

Denplan

Denplan cover will end on the last day of the month you exit. You can contact Simply Health directly and continue cover at a cost to yourself on 01962 828 007 or corporatedental@simplyhealth.co.uk.

Childcare Vouchers

You need to advise Care-4 immediately if you leave Sky. Payments to your Care-4 account will stop, however you can use the remaining funds to authorise payments to your pre-registered carers. The scheme is no longer available therefore you will be unable to use this scheme with a new employer. If you have any further questions please contact Care-4 on 0344 800 1444 or email info@care-4.co.uk.

BUPA Health Assessments

You will have 12 months to use the benefit from the time you make the selection. When you leave the outstanding balance will be taken from your final pay and you will be able to redeem it within this time frame. We encourage you to book your appointment prior to your exit date.

Sky Benefits Discounts Portal

If you have any cashback, retail voucher credit or vouchers that have not yet been redeemed in your account, please withdraw and/or redeem them. You will have access to Reward Gateway for 60 days from the date of leaving to spend any remaining balances. If you need support, please contact Reward Gateway on +44 (0) 203 780 1891.

Life Insurance, Income Protection and Partners Pension

Please be aware that membership of these insurances will cease on your last day of employment.

Sky Benefits

If you joined a Company's Choices Scheme, a deduction may be made from your final salary payment in accordance with the scheme rules. These can be found on the Sky Benefits portal.

Gym Membership

If you have an onsite Active Space gym membership, please ensure you cancel it directly with the gym team on healthfitness@sky.uk or contact 0207 032 3289 as well as cancelling your Direct Debit with your bank. Gym memberships are managed separately by Westfield Health and are not automatically terminated when you leave the business, continued payments are the responsibility of the colleague as outlined in the terms and conditions when you initially signed up.

E-Payslips/P60

You'll be able to access your E-payslip for 3 months from your leaving date, it's important that your personal information is up to date including your personal email address as this will be essential to your access.

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- To access payslips prior to May 2024, please visit [Epay](#).
- For payslips from May 2024 onwards, please visit [My View](#)
- On your first login, you will be prompted to enter your username which will be your Sky ID, you should then select the option to reset your password and a new link will be sent for you to set this up.

P45

Our Payroll team will upload your P45 to your MyView page (this is where you currently view your payslips) approximately 8 weeks after your final payment.

If you have any other questions, please contact us on leaving@sky.uk.

We would like to thank you for your time with us here at Sky and we wish you every success in your future career.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Lynne Wilson". The signature is written in a cursive, flowing style.

For and on behalf of Sky UK Limited