

20th January 2026

Private & Confidential

Sadiq Hosainy

Sent via email

Dear Sadiq

I write further to your confirmation of resignation letter dated 19th December 2025 and email correspondence from your manager Andrew Chenery to confirm that your last day of employment will now be 26th January 2026.

You will receive your final salary on the 23rd January 2026, which will include your pay for the period 1st to 26th January 2026. This will include a payment for 50.5 hours annual leave accrued up to your final day.

During your notice period, you should not undertake any other business or profession without the Company's express prior written consent, or be or become an employee, officer or agent of any other firm, company or person. You will no doubt be aware that during your employment, both under your contract of employment and as implied by common law, you owed a number of duties and obligations to the Company. Even though you are no longer employed by the Company you are reminded that even after the cessation of your employment, you remain bound by, have not and will not be released from, the duties and obligations you owe to the Company. These include an on-going implicit duty not to use or disclose in any way the Company's confidential information.

Please ensure that you return all company owned equipment and property by your last day, including all security passes and keys. Please discuss this with your manager.

Your P45 will be sent out shortly after your final pay, along with your final payslip. The password for this will be the first 4 letters of your first name followed by the first 4 numbers of your DOB.

I would also respectfully request that you ensure any other social media or documentation reflects that you no longer work for Innovation Group.

I would like to take this opportunity to thank you for your contribution to the Innovation Group during your time with us and wish you all the very best for the future.

Yours sincerely

F.Hillman

Fern Hillman
HR Administrator

What happens to your flexible benefits after your leave date?

If you have made selections as part of the flexible benefit scheme offered by the Company and you leave employment during the scheme year of January to December, the following will happen:

	What happens when you leave	End date of benefit
Dental Insurance	The benefit will continue for the month in which you leave and the usual deduction will take place	Both the benefit and deductions will stop at the end of the month in which you leave