

**From:** Cigna International Markets Human Resources  
**Sent:** Monday, August 07, 2017 5:38 PM  
**To:** Ouyang, Nandi      HKGH1  
**Cc:** Wong, Gigi      HKG14; Lee, Yvonne      HKG14; Lam, Josephine      HKG14; Lee, Anson      HKGH1  
**Subject:** Confirmation of employment termination

Dear Nandi,

We are in receipt of your resignation notice and your last day of employment will be August 31, 2017.

Your final payment will be comprised of the following:

- a) Salary payment for the period of August 1-31, 2017;
- b) Payment in lieu of outstanding annual leave, if any; and
- c) Deduction of MPF contribution for final payment, if any.

Please note that your membership in Cigna MPF Scheme will be ceased effective September 1, 2017. Our trustee, HSBC Institutional Trust Services (Asia) Limited, will contact you directly to get your confirmation of your fund arrangement as soon as possible.

The final payment breakdown will be provided to you later. Your acceptance of these payments is in full and final settlement of all and any claims or rights of action that you may have against the Company or any of its associated companies or any of our or their employees or officers relating to your employment, the termination of your employment or any other matter including any contractual claims or statutory claims under Hong Kong law. This payment will be paid to you no later than seven days from your last day of employment.

You must return all books, documents, papers (including copies), keys, notebook, VPN, blackberry or other property of or relating to the business of the Company to our premises before your last working day.

You are urged to pay high attention on close adherence to the employment terms and conditions you have undertaken, including but not limited to:

- ♦ Confidential Information
- ♦ Non-Competition
- ♦ Non-Solicitation

Please contact us if you have further queries.



Human Resources

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