

**Private & Confidential**

Santosh Bisht  
201412

09-Mar-2022

Dear Santosh,

Following your resignation dated 20-Dec-2021, we wish to confirm that your official end date with dunnhumby will be 14-Mar-2022, your last working day in the office will be 14-Mar-2022.

**Annual Leave**

Your annual leave runs from the 01-Mar-2022 until your end date giving you a pro-rated annual leave entitlement of 1 days plus 5 days carried over from last year.

At present, you have taken 3 days before you leave which would leave you with an outstanding balance of 3 days annual leave Please confirm if you wish to be paid for these days or if you wish to take them before you leave.

Requesting annual leave during your notice period is subject to manager's approval and their discretion. Please review and make sure your annual leave is recorded in dh Intel or via the local process, so we can ensure your final pay is accurate. This includes securing approval from your manager and withdrawing any future annual leave that you have already requested.

**Benefits**

All benefits will cease on 14-Mar-2022 as will any rights which you may have accrued with respect to dunnhumby's bonus schemes.

**Payroll**

You agree to accept the terms above and any sums to be paid under it, which will include your notice and any outstanding holiday. You accept that this will be a full and final settlement of any outstanding monies owed to you by dunnhumby.

dunnhumby will also deduct any monies owed to the company from your final salary, as previously agreed in the terms and conditions of any loans you have taken out.

You will be paid your final salary on the next available pay date, after your final day at dunnhumby, in line with your local pay date.

Your final payslip will be sent via email at the end of your last month, please ensure your personal email address is up to date in dh intel prior to your last day.

**Post-Employment Obligations**

There are a number of obligations that continue beyond the end of your employment with dunnhumby and in particular we wish to remind you of the following:

**DUNNHUMBY IT SERVICES INDIA PRIVATE LIMITED**

4<sup>th</sup> Floor, Tower B  
Paras Twin Towers, Sector 54  
Gurgaon 122002  
Haryana India  
D: +91 (0) 124 476 3000  
F: +91 (0) 124 476 3001  
[dunnhumby.com](http://dunnhumby.com)

- Clause: Confidentiality
- Clause: Intellectual Property; and
- Clause: Non-Solicitation of dunnhumby Employees

Specifically, Confidentiality clause of your employment contract requires you, upon request from the Company to return, delete or destroy any confidential information that may be in your possession or control. Please take this email to be the formal request from the Company to abide by this clause.

Please ensure you do not send any dunnhumby data or documents to your personal email address, cloud storage or repository. This data is the property of dunnhumby and its clients and if shared outside dunnhumby it is a breach of our Code of Conduct, Acceptable Use Policy, Information Security Policy and your contract of employment. If we detect that you have been involved in such activity this could result in disciplinary and/or legal action (even after you have left the company).

Your post-employment restrictions are covered in Non-Solicitation clause of your employment contract and relate to you competing with the Company, procuring orders from dunnhumby clients and recruiting dunnhumby employees.

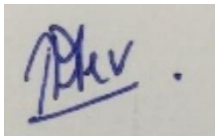
As an employee it is your responsibility to ensure that you do a full and professional hand-over prior to leaving. You should store all work documents on your Teams sites, or relevant shared drives. For emails you should provide whatever historic emails your manager or the team need and contact clients, suppliers and any other key contacts proactively with who they should be working with once you leave. You should put an out of office on your email directing them to the person in the team who will be picking things up when you leave. You should ensure that anything personal is deleted from your inbox.

**We would like to wish you every success in your future career.**

Don't forget to join our [LinkedIn Group](#). It's a great opportunity to connect with past dunnhumby employees and for all of us to celebrate being a part of the dunnhumby journey.

If you have any questions, please feel free to contact us at [globalhr@dunnhumby.com](mailto:globalhr@dunnhumby.com).

Kind regards,



Manjurima Dev  
Associate HR Coordinator

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