



www.ca-ventures.com

1st Floor, 22 Cross Keys Close
Marylebone, London
W1U 2DW
+44 203 982 7837

23rd October 2023

Akinchan Jain
23 Pincott Parkway
Edinburgh
EH17 8ZS

Re: Termination of Employment

Dear Akinchan,

Further to your notice of resignation on 19th October 2023, please accept this letter as confirmation that your employment will terminate on 27th October 2023.

In addition to your contractual notice, we must consider your annual leave record, which has been reconciled as follows:

- Annual leave entitlement – 33 days
- Accrued annual leave for 7th August 2023 to 27th October 2023 – 3 days
- Time taken as annual leave – 0 days
- Balance – 3 days

You will be paid 3 days annual leave, along with your final salary payment on or around the usual salary payment date.

You can view your P45 immediately after you receive your final salary payment. This will be produced and available to view in Ceridian.

To log in to your Ceridian account, after your employment ends, please use the details below:

Website Link: <https://www.dayforcehcm.com/MyDayforce/MyDayforce.aspx?isCstBrand=true>

Company: CA Ventures

Username: Akinchan.Jain

Password: Welcome123

As I am sure you are aware, specific terms of your employment apply both during and after your employment has ended. In particular, I draw your attention to clauses 14 (the requirement not to disclose any confidential information obtained during your employment) and 22 (returning company property) in their entirety.

In line with these obligations, please ensure all company documents and intellectual property held on any personal devices are forwarded to your line manager and then irretrievably deleted.

Concerning your pension, you will receive a leaver pack from Aviva, generally within 3 months of your leave date, explaining your options.

Finally, please address direct future employment references to hr_europe@ca-ventures.com. Upon receiving your consent, we will provide a reference in line with our standard company policy.

Thank you for your contribution during your time with us, we wish you the best of luck in your future endeavours.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'S. Chan', enclosed within a circular scribble.

Stanley Chan
Business Partner, Human Resources