

20 December 2023

Private and Confidential

Krishna Nalla

By email : srikrishna75866@gmail.com

Dear Krishna,

Re: Confirmation of Resignation

I am writing to confirm acceptance of your resignation letter dated 13 December 2023

As agreed, your last working day will be 12 January 2024

Final Salary

Your final salary will be paid on 19 January 2024.

Holiday Pay

Up to your leave date, you have accrued 256.75 hours holiday (including 58.75 carried forward) and taken 132 hours therefore 124.75 hours holiday will be paid alongside your final salary.

Return of Company Equipment

Please arrange to return all company property and equipment to your line manager on or before your last day. Company property includes, but is not limited to, Company Car, Fuel Card, ID Badge, car park pass, Laptop, Mobile phone and sim card, uniform, passwords etc.

Employment References

Employment references can be obtained by request from any prospective employer from HR by email to hr.ukire@dfds.com.

Additional information

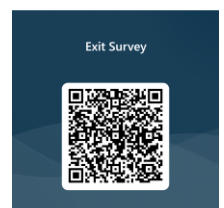
You will receive further correspondence from our payroll team in due course outlining details around your P45, Pension, and Healthshield plan membership.

Contractual Obligations

May I take this opportunity to remind you of your contractual obligations, both express and implied with regard to confidentiality, these obligation continue post employment.

Exit Survey

We invite you to complete an exit survey to share further details about your experience of working with DFDS and your thoughts on leaving the Company. Please complete the survey by either clicking [here](#) or scanning this QR code.



I would like to take this opportunity to thank you for all your hard work and to wish you all the best for the future.

Yours sincerely,
For and on behalf of DFDS



Elaine Burton
HR Coordinator

