



Rachel Scarrabelotti
Group Company Secretary
100 Wood Street
London
EC2V 7ER

23 October 2023

PRIVATE AND CONFIDENTIAL

Simon Jeffreys

By email: simon.jeffreys

GRO

Dear Simon,

Addendum to Letter of Appointment dated 23 March 2023

I am writing to set out amendments to your Letter of Appointment dated 23 March 2023. The amendments are as follows:

1. Paragraph 4.1 is deleted and replaced with:

4.1 *You shall be paid an annual fee of £35,000 gross for your role as a Non-Executive Director, which shall be paid in equal instalments monthly in arrears through PAYE and subject to deduction of any taxes and other amounts required by law. You shall also be paid a further fee of £10,000 gross for your role as Chair of the Audit, Risk and Compliance Committee, which shall be paid in equal instalments monthly in arrears through PAYE and subject to deduction of any taxes and other amounts required by law. These fees cover all duties set out in your Letter of Appointment.*

2. Paragraph 4.2 is deleted and replaced with:

4.2 *The fees referred to in paragraph 4.1 will accrue from day to day.*

This letter amounts to an agreed variation of your Letter of Appointment pursuant to paragraph 17 of that letter.

Yours sincerely,

GRO

Rachel Scarrabelotti (Company Secretary)
For and on behalf of Post Office Limited

I agree to the amendment to my Letter of Appointment dated 23 March 2023 as set out above. I understand that all other terms and conditions, as set out in my Letter of Appointment, remain unchanged.

 **GRO**

Simon Jeffreys

23/10/2023

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Date of signature