



**L&T Infotech**

Date : November 30, 2015  
Ref : L&T Infotech / HR / 292092

Mr. Raghavaiah Muntala  
L&T Infotech - CH DLF IT Park

Dear Mr. Raghavaiah Muntala,

**Re: Your Resignation**

We are in receipt of your intimation on September 14, 2015 tendering your resignation from the services of the company, which we hereby accept.

As requested, you will be relieved of your duties from the close of the working hours of November 30, 2015. The following adjustments towards the notice period were made:

Requisite notice period	:	90 days
Notice period given by you	:	78 days
Shortfall in notice period	:	12 days
Notice period to be waived off	:	12 days
Leave balance	:	11 days
Leave to be adjusted against the notice period	:	0 days
Balance Shortfall after adjusting leave	:	0 days
Balance leave to be paid	:	11 days

On clearance from concerned departments, our Accounts department will settle your dues, after making the above recovery, if any.

Yours faithfully,  
For Larsen & Toubro Infotech Ltd.

June Rodrigues  
Sr. HR Manager