



Let's Solve

Ref : LTI/HR/10644295

Date : 09/05/2021

Name: Mansi Rajesh Khanna

Location: LTI - Hinjewadi VII 7th Floor, IT-8 Bldg

Dear Mansi Rajesh Khanna,

Relieving Letter

We are in receipt of your intimation on 05/28/2021 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 08/12/2021. The following adjustments towards the notice period are made:

| | |
|---|----|
| Request Notice Period(Days) | 90 |
| Notice Period given by you(Days) | 77 |
| Notice Period waived off as LWD falling on Weekly off(Days) | 0 |
| Shortfall in notice period(Days) | 13 |
| Notice Period to be waived off | 0 |
| Leave balance(Days) | 35 |
| Leave to be adjusted against the Notice Period | 0 |
| Balance Shortfall after adjusting leave | 0 |
| Balance leave to be paid(Days) | 35 |
| Balance Recovery(Days) | 13 |

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

On completion of your Full & Final settlement, service certificate will be issued.

For Larsen & Toubro Infotech Ltd.

Global Operations HR-India

Note: Date Format MM/DD/YYYY