

Date : 02/03/2025

Reference Number : LTIM/HR/10821553

To : Mr. Souvik Banerjee

Grade : AT2

Subject : Transfer on Business Requirement.

It has been decided to transfer you from Coimbatore-Rathinam Tech Zone-Gate 3, 248IS to Mumbai-Mahape Mensa-T2-8,9,10, 202IS with effect from 01/31/2025.

Your base reporting manager will be Amit Kumar Bhargava and project reporting manager will be as per project system.

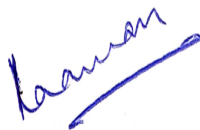
Please refer the Transfer Allowance Policy for eligibility of allowances on account of your transfer.
Path: HR Policies--> India-->Mobility

Refer the below path for online submission of claims.
Path: iCore--> Travel Reimbursement Concur

Your hours of work and paid holidays will be as observed as followed at Mumbai-Mahape Mensa-T2-8,9,10.

You are requested to update your local address on the Employee Self Service.

All other terms and conditions of your employment will remain unchanged.



Raaman V S
Global Operations HR - India

Note: Date Format MM/DD/YYYY