

Relieving Letter - Provisional

27 April 2020

Dear Yenduri Sai Venkata Satish,

With reference to your resignation dated 29 January 2020 and subsequent acknowledgement and acceptance of the same, please note that you are hereby relieved from the services of the company as on 27 April 2020

Keeping the paramount consideration of your professional needs and based on the prevailing administrative constraints due to uncommon outbreak, this provisional letter of clearance is issued, subject to pending clearance formalities from Facilities, I T, Payroll, and other related functions.

We request you to note that this Provisional Letter of Clearance is being issued for professional or career related references and the formal letter of Service & Experience letter shall be given on receipt of the company assets under your possession in an acceptable /fair working conditions with due clearance from the respective departments.

Further we request you to note that this letter is being issued on your request and your agreement to clear the pending clearance formalities on resumption of normalities and acceptance & authorisation to deduct/adjust any dues towards the damages if any with no notice from the full & final settlement.

In case of absence of provision to do such adjustment/deduction from the settlement dues, as agreed you are required to settle the dues directly to the company and complete the pending formalities in order to keep the records clean & straight for all future references .

Please note that in case of non completion of clearance formalities or continue to be open for a reasonable period, the company reserves the right to proceed with appropriate remedial measures including recovery of assests, as deem fit and reflections in any & all professional references including to the immigartion authorites as per the records.



Please find the appended Service details:

Name	Yenduri Sai Venkata Satish
Employee Code	8041435
Designation on Relieving	Engineer-Technology
Date of Joining	13 November 2017
Date of Resignation	29 January 2020
Date of Relieving	27 April 2020

We wish you all the best for your future endeavors.

For Virtusa Consulting Services Private Limited,



Rahul Sahay
Vice President – Human Resources

