



Anudeepak D <pdmanudeepak@gmail.com>

Fw: Request for Early Relieving from Notice Period

Anudeepak D <anudeepakd@virtusa.com>
To: "pdmanudeepak@gmail.com" <pdmanudeepak@gmail.com>

Thu, Aug 22, 2024 at 6:13 PM

From: Madhuri Sodapalli <vmmadhuri@virtusa.com>
Sent: Thursday, August 22, 2024 4:08 PM
To: Anudeepak D <anudeepakd@virtusa.com>; Anand Kumar <anandku@virtusa.com>
Cc: Raghava Varma Nampally <raghavavn@virtusa.com>
Subject: RE: Request for Early Relieving from Notice Period

Hi Anudeepak,

Please note your LWD has been updated to 30th Aug 2024. You will receive exit process email shortly.

Thanks & Regards,

Madhuri Sodapalli

Team HR

From: Anudeepak D <anudeepakd@virtusa.com>
Sent: Wednesday, August 7, 2024 7:20 PM
To: Madhuri Sodapalli <vmmadhuri@virtusa.com>; Anand Kumar <anandku@virtusa.com>
Subject: Request for Early Relieving from Notice Period

Dear Madhuri / Anand,

I'm D. Anudeepak having Employee Id 8157990 Designated as Lead Software Engineer at Virtusa. Further to my resignation dated 23/07/2024, I would like to submit the following for your kind consideration.

I am aware that as per the Company's policy, the standard notice period is 90 days. I would like to request the Management to consider my request for a shorter notice period because my personal circumstances require me to leave the job at the earliest. Therefore, I would be glad if you could consider my request and reduce the notice period to 45 days (i.e. 31/08/2024).

I thank you for all the opportunities and guidance you have provided me during my time here that have helped me grow. And it has been a wonderful experience working for such a reputed

company. I will be happy to provide all possible assistance during this transition.

I apologize for any inconvenience caused. I hope you understand my situation and expecting a positive response from your side because it will help in my rest of career.

Thanks & Regards,
Anudeepak. D,
Lead Software Engineer,
8157990

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