Ambarish Bhagawati

From:	Vibha N
Sent:	18 December 2023 17:24
To:	Prajwala Gurubasappa Masali; Pramod Rao M; Chetan B Patil; Rachana C S; Priyanka N; Manoj D; Sumant Dyava Devadig; Shreya Venkatesh Kalawad; Shruti J Churi; Devisetti Naveen Kumar; Abhishek; Shubham Ullas Raikar; Bhuvan Vinay Hegde; Sanjana S V; Sonia C Naik; N S Pranay; Pavan Kumar (IN31140); Preeti Patil (IN31561); Basavaraj Shankreppa Chatti; Shashank Mm; Pavitra Gopal Naik; Kanugonda Govardhan Reddy; Yuvraj; Shubha G D; Ambarish Bhagawati; Mallikarjun Korabu; S Manoj Manoj; Sushmitha G Nayak; Sagar A N; Soumya Bandigani; Abhishekgowda U; Pavithra M (IN31159); Nikshita Shetty; Siddramesh Shivanand Shimpi; Sahanashree T G; Gouramma Karki; Punitha H R; Varun S Hiremat; Rachana S Kulkarni; Srujan H J; Sunil Patil (IN31522); Rithesh T D; Sachidananda V K; Komal Khandekar; Vedhika M; Ananya V P; Moulika K; Deepika S (IN31702); Danush S; M S Keshu; R Dhanush; Sairaj Mahesh Bhagat; G C Thejus; Ajay S (IN31392); Ashray B Shetty; Subham Patel
Cc:	Preetha Chatterjee
Subject:	RE: Offboarding Updates & Final HR Connect - Salesforce & Embedded Batch_Bangalore (Sep-Oct'23)

Dear Associates,

Congratulations on completing you training successfully at Bangalore campus !

Please note you will be receiving your project allocation and location details from WFM Team soon. You are advised to book your travel tickets to your project base location as per allocation mail to start your journey towards your next step in LTIMindtree. We connected to ensure you are aware on the next steps and addressed all the queries raised. Below are the important points to keep note.

Offboarding updates –

1. You may start booking tickets to your project base location as per the confirmed email from WFM team with account allocation details.
2. Please ensure that your departure from Bangalore/arrival at base location timeframe is not at midnight. In case of midnight arrival, please ensure to make necessary accommodation bookings from your end prior to travel for safe stay.
3. You are required to report to respective office (project base location) locations as per reporting date published in your allocation mail and as updated by your project IRM.

Final HR updates –

Travel & allowance :

1. As per 📄 Initial Relocation policy - Trainees - campus hires 01042023.pdf You are eligible for a travel reimbursement ONLY on your direct travel ticket (Deluxe class bus/Economy flight/2 tier AC Train) from your training location (Bangalore) to your project base location (as per allocation). Kindly claim the same post completion of your travel on *iConcur (expense claim system)* under *expenses*. You are required to ensure the WBS ID which is mentioned in the expense header is under **Training center/*Talent solutions*** while raising expense claim.

   Kindly attach below documents while raising expense claim. This is mandatory to avoid rejection of expense claim.

If bus/train travel (mandate)	Confirmed tickets with amount mentioned (waiting list tickets are not to be attached)
If Flight travel (mandate)	Confirmed tickets with amount mentioned & boarding pass
For all travel – bus/train/flight (mandate)	Offboarding guidelines mail sent by me (this email)
For all travel – bus/train/flight (mandate)	📄 Initial Relocation policy - Trainees - campus hires 01042023.pdf attach the document
For all travel – bus/train/flight (mandate)	Allocation mail by WFM

2. As per your movement from training location to different project location, you are entitled to a One-time Settlement Allowance, taxable, in the first payroll after you reach the transfer location.
3. Please note, in case of no relocation as per your project location details received by you, the relocation policy is not applicable to you.
4. Location and Project allocations are based on business demands and the opportunities are to be utilized accordingly.

Employment Confirmation :

5. You will be receiving update on your date of confirmation (DOC) with LTIMindtree in your official mail ID.
6. As mentioned in your offer letter, your confirmation will happen post 3 months from your Date of joining and same will be considered for future increments/promotions.
7. PF account number and UAN number will reflect in your pay slips post confirmation as employee.

Policy related updates :

8. Please visit *ultima > Policies > HR India* for HR policy updates on relocation, professional development and others in place at LTIMindtree.
9. For any guidance regarding different portals of the organization, you can consult *lighthouse* on ultima works.
10. Goal setting will be activated on SF PMS (performance management system) post confirmation. Kindly connect with your IRM once allocated and update goals accordingly. This will help you showcase your efforts during your tenure with LTIMindtree.
11. You are covered under Mediclaim insurance from your Date of joining (DOJ). You may visit medi claim portal and update the details of your nominee and wait for the insurance timeframe to update any top-up/addition of spouse/others as per your requirement. Any add-ons to be borne by you.
12. Kindly make sure your iPersona is updated on system so that you are compliant. iPersona details can be modified by your IRM as per requirement based on necessary approvals.

All the very best. We will look forward to seeing you grow with LTIMindtree !

Regards,

Vibha N (She/Her)
People Partner | Campus & Microsoft
Ph: +91 831 745 8172

-----Original Appointment-----
From: Vibha N
Sent: Monday, December 18, 2023 1:39 PM
To: Vibha N; Prajwala Gurubasappa Masali; Pramod Rao M; Chetan B Patil; Rachana C S; Priyanka N; Manoj D; Sumant Dyava Devadig; Shreya Venkatesh Kalawad; Shruti J Churi; Devisetti Naveen Kumar; Abhishek; Shubham Ullas Raikar; Bhuvan Vinay Hegde; Sanjana S V; Sonia C Naik; N S Pranay; Pavan Kumar (IN31140); Preeti Patil (IN31561); Basavaraj Shankreppa Chatti; Shashank Mm; Pavitra Gopal Naik; Kanugonda Govardhan Reddy; Yuvraj; Shubha G D; Ambarish Bhagawati; Mallikarjun Korabu; S Manoj Manoj; Sushmitha G Nayak; Sagar A N; Soumya Bandigani; Abhishekgowda U; Pavithra M (IN31159); Nikshita Shetty; Siddramesh Shivanand Shimpi; Sahanashree T G; Gouramma Karki; Punitha H R; Varun S Hiremat; Rachana S Kulkarni; Srujan H J; Sunil Patil (IN31522); Rithesh T D; Sachidananda V K; Komal Khandekar; Vedhika M; Ananya V P; Moulika K; Deepika S (IN31702); Danush S; M S Keshu; R Dhanush; Sairaj Mahesh Bhagat; G C Thejus; Ajay S (IN31392); Ashray B Shetty; Subham Patel
Cc: Preetha Chatterjee
Subject: Offboarding Updates & Final HR Connect - Salesforce & Embedded Batch_Bangalore (Sep-Oct'23)
When: Monday, December 18, 2023 4:30 PM-5:15 PM (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi.
Where: Microsoft Teams Meeting
Importance: High

Hi Team,

Kindly attend the session to receive updates on your offboarding guidelines and relocation details. Your offboarding date will be 18th Dec 2023.

Note – Any changes on location/project change may not be possible post allocation.

Best Regards,

Vibha N
People Partner | Campus & Microsoft
LTIMindtree LTD

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Microsoft Teams meeting

Join on your computer, mobile app or room device
[Click here to join the meeting](#)

Meeting ID: 446 439 646 117
Passcode: LxttbD
[Download Teams](#) | [Join on the web](#)

Join with a video conferencing device
ltimindtreeevents@m.webex.com
Video Conference ID: 136 795 134 9

Alternate VTC instructions

Learn More | Meeting options

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