



Ref :CT20100270043/ 438649/ Hyderabad

Date:09th August 2011

MR. MOOLE MADHAN MOHAN REDDY
S/O M.Mysura Reddy, D.No.14/284-8-3,
Sainathapuram Street, Mydukur, Kadapa
Andhra Pradesh-516172
Tel# 91-9533734954

Sub: Joining Letter

Dear Mr. Moole Madhan Mohan Reddy

Welcome to Tata Consultancy Services Ltd(TCS). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning / Training Program (ILP) at TCS will commence on **05th December 2011** at **TRIVANDRUM**.

You are requested to report at the address detailed below on **05th December 2011** at 08:30 AM.

Tata Consultancy Services Ltd.
Peepul Park, Technopark Campus
Kariyavattom P.O.
Trivandrum Kerala-695581

You can contact Ms. Georgeen George for any further assistance or query. Contact details are as given below:

Tel: 91 471 6629400,

E-mail id: georgeen.george@tcs.com

We have enclosed herewith, an annexure detailing the formalities to be complied with, prior to the commencement of your learning.

Initial Learning / Training Program (ILP)

Learning is a way of life in TCS and Initial Learning / Training Program (ILP), will add value to your professional life and will open a different world of opportunities.

ILP Phase I

The first phase of ILP is specially designed to inculcate programming rigor and to build a process mindset. The soft skills module of ILP would help in grooming you become a world class professional. On successful completion of this phase of ILP, you would move to the next phase.

TCS Confidential

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Akruti Business Port Gateway Park Road NO.13 MIDC Andheri Mumbai 400 093 India

Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



ILP Phase II

The second phase of ILP would help you become 'project ready' facilitating development of project specific skill sets and awareness of TCS processes.

ILP has continuous evaluations based on pre-defined learning objectives. The weighted average of these evaluations will be a major component of your first mid-anniversary appraisal. In the event of your performance during the ILP falling short of the required standard, the Management reserves the right to either extend your ILP or terminate your services.

Travel expenses to the location of ILP will not be reimbursed.

Accommodation would be arranged by TCS at the ILP Centres and the rent towards the same would be deducted from your HRA. If the second phase of ILP happens at the base branch to which you are allocated, accommodation would not be arranged by TCS.

As communicated to you through various forums during the recruitment process your appointment is subject to completion of your course within the stipulated time as specified by your University/College.

If you remain unauthorizedly absent for a consecutive period of 10 days you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'Accept' button online. In the event of us not receiving an update on the same, please be informed that TCS reserves the right to withdraw the offer.

We are sure you are as excited to be part of this great family, just as we are to have you with us. Together, let us take TCS to greater heights! Wish you the very best!

With warm regards,
Yours sincerely,

K. Sudeep
Talent Acquisition Head - India

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