



**Capgemini Technology Services India Limited**

(Formerly known as IGATE Global Solutions Limited)

Plot No. 158-162 & 165-170, EPIP Phase-II,  
Whitefield, Bengaluru - 560066, Karnataka, India.  
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www.capgemini.com/in-en

Ref No: **Capgemini/HR/HM/BP/JR/RR**

**18-Dec-2018**

**SBU TRANSFER LETTER**

**Name – Sowjanya Bairu**

Emp. Code - 161645  
Chennai

Dear **Sowjanya,**

This is to inform you that, you have been transferred to our Capgemini, FSGBU, **Chennai** with effective **19-Dec-2018**.

Please note that there will be a continuation in service. You are requested to complete the clearance formalities at your current location:

Global Date of Joining: **19-Sep-2018**

Last date in ACIS: **18-Dec-2018**

Transfer Type: **ACIS to FS**

Leave Balance as on last date – **6 Days**

Please confirm your acceptance by signing the copy of this letter. You are requested to report at 10 AM with the BU transfer letter to submit to HR representative at FSGBU location.

Best Wishes.

For **Capgemini Technology Services India Limited**

  
**Janardhana Rao**  
**Manager - Human Resources**

I accept the letter & confirm that I will report to HR - FSGBU location as mentioned in the letter.

Employee Signature  
**Sowjanya Bairu**

Date