



October 5, 2011

VIA EMAIL AND U.S. MAIL

Rapid Response Administrator
Office of Workforce Development
Ohio Department of Job and Family
Services
Worker Adjustment Retraining
Notification
P.O. Box 1618
Columbus, OH 43216-1618

rapdresp@jfs.ohio.gov

Dear Administrator:

This letter is to inform you that Tata Business Support Services Limited ("Tata BSS") needs to make a change regarding the employee lay off date due to unforeseeable business circumstance due to the company just receiving additional notice of cancellation which has prompted the effective lay off date to begin on October 14, 2011 and not November 15, 2011.

This letter is to give you formal notification under the Worker Adjustment and Retraining Notification Act ("WARN") that Tata Business Support Services Limited ("Tata BSS") intends to **permanently close** its facility located at Reno Business Park, Suite No. 200, North Tower, 27845 State Route 7, Marietta, Ohio 45750.

Tata BSS plans to **cease operations at this location** on November 15, 2011. However, some employees may voluntarily elect to leave earlier. The closure will affect 63 employees. A list of job classifications and the number of employees affected in each job classification, as well as an estimated schedule of the separations is attached. Please be advised that bumping rights to other locations do not exist.

If you need further information, please contact me at (850) 981-4730 or (850) 982-5891.

Sincerely,


Debbie McDonald

Head HR & Support Services

TATA BUSINESS SUPPORT SERVICES LIMITED

27845 State Route 7 North Tower Suite 200 Marietta, OH 45750

Tel: 740-376-1400 Fax: 740-376-1475

Regd. Office: 1-8-371 Gowra Trinity S P Road Hyderabad 500016 A P India

www.tata-bss.com



Final List

[illegible]**TATA BUSINESS SUPPORT SERVICES LIMITED**

27845 State Route 7 North Tower Suite 200 Marietta, OH 45750

Tel: 740-376-1400 Fax: 740-376-1475

Regd. Office: 1-8-371 Gowla Trinity S P Road Hyderabad 500016 A P India

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September 16, 2011

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Tata BSS plans to **cease operations at this location** on November 15, 2011. However, some employees may voluntarily elect to leave earlier. The closure will affect 69 employees. A list of job classifications and the number of employees affected in each job classification, as well as an estimated schedule of the separations is attached.

Please be advised that bumping rights to other locations do not exist.

If you need further information, please contact me at (850) 981-4730 or (850) 982-5891.

Sincerely,

A handwritten signature in black ink, appearing to read 'Debbie McDonald'.

Debbie McDonald
Head HR & Support Services

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**Final List**

Job Classification	Total Number of Affected Employees	14 Day Window of Anticipated Separation
General Support	4	November 15, 2011
Agents	53	November 15, 2011
Agent Support	12	November 15, 2011

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