(Date)

To

Department of Homeland Security

U.S Citizenship and Immigration Services

Dear Sir or Madam:

Wipro Limited USA would like to request (Employee Name) to continue work on the “(Client name with project)” project at Fremont, CA.

(Employee Name) is an employee of Wipro Limited and the work will be overseen by a manager from Wipro Limited, USA and the pay and time will be administered by Wipro Limited.

(Employee Name)’s current and future assignments is to represent as a (Please provide your LCA Job title) and will ensure the smooth implementation of the application addressing all the technical, functional and production deployment issues and effectively communicate with the business team for issue resolution during UAT, production deployment and production issues. The cross functional and technical knowledge on the existing applications, Application/Systems Analysis and Solution designing capabilities, software development, testing, software configuration and release processes makes (Employee name) completely suitable for the role in the project.

The following are the activities that will be carried out by Mr. (Employee Name) at (Client Name & Address) till 09/02/2016 . (Employee name) is responsible for (Below details are sample reference for you. Please update your detailed onsite roles and responsibilities as per the below format)

* Understanding the business requirements and functional specifications of the client module
* Design and development standpoint for the development team
* Prepare the templates for the functional specification review, technical specification, unit case
* Designing and corresponding actuate report templates
* Development of migrating actuate reports
* Identify the process gaps and provide alternatives to the project team
* Test planning for cumulative updates
* Developing components for the expense module
* Generating proxies and buddy testing and peer code review
* Prepare the templates for the functional specification review, technical specifications, unit test case, string test case, etc..
* Build functional specification and develop technical specification and functional and technical specification review
* Interface development and complete design, build, test and deploy phase
* Preparation of PDM and LDM
* Technical assistance from design and development standpoint
* Documenting the test case scenario steps followed for various tasks for specific module
* Planning the test activities and preparation of test scenarios as per customer requirements
* Customization of various applications / reports and implementation of selected business model.
* Make additional setups to implement new business processes, develop integration test scripts to repair business flow
* Define test data for integration testing from legacy deport repair process and carry out system study/functional set-up of various modules,
* Functional analysis of specifications, tracking tickets arise from customers and resolving problems
* Identify customer’s business flow and gap analysis, provide recommendations in key strategic areas involving competitor performance
* Design, tracking and coordinating project activities to meet project deliverables
* Develop enhancements, system documentation, and production support and implement procedures for quality improvement and development.
* Implement exception handling, Develop code for data access and designing of user interface
* Prepare design documents, design patterns, prepare component design specification / feature design specification and time estimation
* Write stored procedures, development of database scripts, triggering, review test cases / test procedures, unit / regression / integration testing of converted load module
* Construct data conversion, enhancement, data acquisition and data processing.

**Breakup duties at Onsite: Consultant**

* Project requirements gathering, analysis and high level design documentation 10%
* Functional specification and technical specification 40%
* Development, offshore team coordination, status review and unit testing 25%
* Functional testing and System integration testing 15%
* Production application support and change request management. 10%

Hence, we require the services of (Employee Name) whose designation is a (LCA Job Title) with Wipro Limited. (Employee Name) will be completely governed and supervised by Wipro Limited, who will be responsible for paying, hiring, firing, supervising and controlling the work of the associate. (Employee Name) will receive all instructions and directions from Wipro Limited, US reporting manager <<Mr/Ms.Name>>, <<Designation>>, <<Contact details>> .

Should you have any questions or require additional information, please do not hesitate to contact the undersigned.

Sincerely,

**(**This letter will get it signed by your Head Project/Project Manager/Delivery Manager**)**