

Offer & Appointment Letter

07 Feb 2012

Mr Ravindra Kundla
B.T.M Layout,Bangalore – 560037.

Dear **Ravindra,**

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **LEAD ENGINEER.**

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join HCL Technologies. You are requested to join us on or before **26 Mar 2012.**

You will be on probation for a period of **12 months** from the date of your joining. Your compensation would be as outlined in Annexure I. The general terms and conditions governing your employment are outlined in **Annexure II.**

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure III.** Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at HCL Technologies.**Annexure IV** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL Technologies. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you onboard us.

As confirmation of your acceptance, please sign the duplicate copy of this Offer & Appointment Letter and Annexure and submit the same within 7 days to at the address given below:

SRINATH S [51326568]
HCL Technologies Limited,
#184, N S K Salai,
Vadapalani, Chennai 600 026
Tel: +91 44 23728366

HCL TECHNOLOGIES LTD.

A-10/11, Sector 3, NOIDA 201 301, U.P. India.

Tel: +91 120 2520917/937/997 Fax: +91 120 2526 907, 2544514

Registered Office : 806 Siddharth, 95, Nehru Place, New Delhi - 110019. India

www.hcl.in

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

For HCL Technologies Ltd.,



DEBASIS SARKAR

Global Compensation and Benefits

I accept the offer and related terms and conditions. I will join by _____

Name: Ravindra

Date:

HCL