



Company Confidential

Date: 18<sup>th</sup> May 2012

Mr. Ashok Kumar Sahoo  
H No 1-10-134/4,  
F no 2, Mayuri Marg,  
Begumpet  
Hyderabad

Dear Ashok

**Sub: Employment Letter**

With reference to your application and subsequent interactions, we are pleased to offer you a Employment as **Customer Care Executive** in the **Operations** function with **TATA Business Support Services Limited** (The Company) on the following terms and conditions.

The tenure of the employment will be for a period of One Year from **18<sup>th</sup> May 2012** to **17<sup>th</sup> May 2013** and the same may be renewed from time to time based on the performance or as may be mutually agreed upon by the Company.

The above mentioned offer shall be valid if you join us on **18<sup>th</sup> May 2012 at 09.00 AM** should you have any further queries, please feel free to contact our Recruitment Team.

You will be working on flexible timings as may be decided by the Company.

As you step in, along with us you also carry with you the expectations of TATA family – that you would truly identify and exemplify the TATA Code of Conduct.

Your joining shall be subject to

- upon submission of copies of following testimonials (originals to be presented)
- Academic qualification certificates (Matriculation onwards) including proof of date of birth and professional proficiency certificates, where applicable
- Experience certificate(s), Relieving letter/ Clearance certificate, from your previous employer(s), as applicable. (Relieving letter is a must)

Some of the terms of your Employment are mentioned below:

The Company policy for insurance benefit and privileged leave for grade 1A employees will be applicable to you from the date of joining.

Your employment with the Company can be terminated upon **30 days** prior notice by either side. However, the Company reserves the right to, at its sole discretion, substitute the **30 days** prior notice by paying you salary for **30 days** in lieu thereof. Though if not certified during the training period the company has the complete rights to terminate the employment without any prior notice. For abundant caution it is hereby clarified that you cannot waive the notice period requirement in the event you wish to terminate your employment with the Company, and that your termination/ resignation letter (by whatever name called) will be accepted by the Company only on your satisfying the 30 days notice period as stated in this Clause. Further, till such time as the Company accepts your separation & relieves you of the responsibilities, you will be deemed to be an employee of the Company and the terms and conditions of your employment shall continue to bind you.

TATA BUSINESS SUPPORT SERVICES LIMITED

*Ashok K. Sahoo*