Q1.You are new to ILP. You are exploring the content on ION. You have some feedback on how to improve the content to make it more effective. Write an email to your tech faculty sharing ideas on how to make the content even more intresting and engaging on ION platform.

From: shyam.saini@tcs.com

To: [techfaculty.@tcs.com](mailto:techfaculty.@tcs.com)

Subject: Improvement For ION Platform.

Dear xyz,

ION platform is appreciable for all faculty for designing such informative channel. As we know nothing is perfect in the world. Something is always to make better.

1. Forming an active team for replying the doubts and problem facing trainees.
2. Quick evaluation for all assignment and guidance will highly appreciable.

Best Regards,

Shyam Prasad Saini,

Xperience Trainee – New Delhi

LG DPY 108

Tata Consultancy Services

Q2. You are an ILP associate. You have been asked to nominate three people from your LG for the LIREL award. Write an email to your Business skill faculty sharing your nominations. For each of the nominations share a detailed reason for your choice as to why he or she deserves the award.

Form: shyam.saini@tcs.com

To: [ILP.associates@tcs.com](mailto:ILP.associates@tcs.com)

Cc: faculty@tcs.com

Subject: Congratulations! Nomination for LIREL Award.

Dear Associate,

We are pleased to inform you that based on your performance during training you are nominated for LIREL award.

Key Skills

1. During the training you were active participant for every activity.
2. Not only you have understand the rules and policy of the company but also you have fulfilled all the expectations on stipulated time.
3. You have completed all your task within specified time.
4. You have good knowledge in Business skills as well as technical skills as expected by the company

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Thanks & Regards

Shyam Prasad Saini

Xperience Trainee –New Delhi

LG DPY 108

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Q3.Write an email to HR to refer your friend to your project who is currently on bench.

From: shyam.saini@tcs.com

To: [hr@tcs.com](mailto:hr@tcs.com)

Subject: Project Allocation.

Dear HR,

I am glad to inform you that there is an associate in our company, Who have the required skills to solve all the business problem of the project. Now these days he is available because he is not been assigned to any project.

Therefore, I request you to kindly reach out Associate as soon as possible so that project could be completed within sprint.

Thank you.

Best Regards

Shyam Prasad Saini

Xperience Trainee – New Delhi

LG DPY 108

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