



Capgemini Technology Services India Limited  
(Formerly known as IGATE Global Solutions Limited)  
Plot No. 158-162 & 165-170, EPIP Phase-II,  
Whitefield, Bengaluru - 560066, Karnataka, India.  
Tel: + 91 80 4104 1995 | Fax: + 91 80 4125 9090  
[www.capgemini.com/in-en](http://www.capgemini.com/in-en)

Ref No: **Capgemini/HR/HM/BP/TD/KC**

Date: May 30, 2018

**Name: Laveena R(93951\_FS)**

Location: Bangalore

Subject: **BU Transfer Letter**

Dear Laveena,

This is to inform you that, you have been transferred to our Capgemini, TS / OS Business unit, Bangalore with effective Date June 1, 2018

Please note that there will be a continuation in service. You are requested to complete the clearance formalities at FS location.

Date of Joining at FS: November 15, 2017

Date of Transfer to TS / OS: June 1, 2018

Leave Balance as on last date in FS: 12 Days

Please confirm your acceptance by signing the copy of this letter. You are requested to report at 10 AM with this transfer letter to submit to PRM representative at TS / OS location.

Best wishes.

**Yours Sincerely,**

**Tanusree Datta**  
**Senior Manager – Human Resources**

I accept the letter & confirm that I will report to PRM - TS / OS location as mentioned in the letter.

---

Employee Signature

Date