



*IBM India Private Limited
Manyata Embassy Business Park
Block-D1, 4th Floor
Outer Ring Road, Nagavara
Bangalore - 560 045, India
Tel : 91-80-40257777/40259999
Fax : 91-80-40257416/40257515
www.ibm.com/in*

18-Apr-2014

Suman Mandal
Employee Code : 097088

Dear **Suman Mandal**

This is to inform you that you have been deployed in Kolkata from Bangalore with effect from 24-Apr-2014.

This is a Manager Initiated GH Location transfer as part of first project assignment post training.

For details regarding relocation benefits, please refer to your offer letter.

The expenses/cost has to be charged to the following charge code in WWER INT code **5208**.

Please ensure, all expenses are claimed under the correct expense category in WWER.

All other terms and conditions of your services remain the same.

As soon as you open a bank account at your new location, you are requested to update the bank account details and your communication address in the Employee Self Service option of the You and IBM Online Service Center (<https://w3.ibm.com/hr/hrms/myportal>).

Incase you are using a STP/SEZ bonded TP, return the STP/SEZ Bonded TP to the base location and request for a TP which is bonded in the new location.

We wish you all the best in your new assignment.

Yours cordially,
for IBM India Pvt Ltd.,


(Jyothi Kandan)
Assistant Manager
Authorized Signatory
Human Resources