



Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20195050357/Chennai/BPS/BTN

Date: 08/11/2019

Ms. Sreelakshmi T Nair
Lakshmi Nivas Keenpuram
South Vazhakulam
Aluva-683105
Kerala
Tel# 91-9388080070

Dear Ms. Sreelakshmi T Nair,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.