



Ref: TCSL/DT20217547505/1475749/Trivandrum

Date: 03 May 2021

MS. ANSA JAMES
12/158 Karaparambil House S N South Road,
Irinjalakuda North, Thrissur,
Kerala-680125.
Tel# 919188030829

Sub: Joining Letter

Dear Ms. Ansa James,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **17th May 2021 at Chennai** . You are requested to report at the address detailed below on **17th May 2021 at 08:00 AM** .

M/s. Tata Consultancy Services Ltd TCSL "Chennai One" - SEZ Unit, (IGGGL- SEZ)
200 Ft. Thoraipakkam - Pallavaram Ring Road,Thoraipakkam,,
Chennai - 600 096,Tamil Nadu, India,
Chennai, Tamil Nadu-600096.

(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Mr. Suganth Infin Bilavendran
Phone: 9104466168888/914466168080
Email Id: suganth.infin@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

You will continue to receive further communication through the pre-employment orientation (PEO) platform. Your exact time of reporting will be published through announcements on PEO.

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.



Initial Learning Program (ILP)

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program at Ignite, Chennai.

This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

You may please note that in the event of your performance during this program falling short of the required standard, you're learning program would be extended or your services would be liable for termination as the case may be.

Only you will be allowed to enter our office. As the whole joining process may be of 3-4 hour duration, please make suitable arrangements for anyone accompanying you.

TCSL will not provide accommodation in Chennai. You will have to arrange for your accommodation. Travel expenses to the location of this Learning Program will not be reimbursed.

As communicated to you through various forums during the recruitment process your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorized absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 17-03-2021 will stand automatically terminated at the discretion of TCSL.



Together, let us take TCSL to greater heights! Wish you the very best!

Warm regards,

A handwritten signature in blue ink, appearing to read 'Janardhan S'.

Janardhan S
Global Head - Talent Development



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter