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Offer & Appointment Letter

Date: February 7, 2014

Ref. No.: 3587530
Akash Dhani
H.N.332,F.F., phase-1, pocket-1, Sec-12, GANGOTRI



Dear Akash,

Congratulations, With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in **HCL TECH LTD. - IOMC** as **ANALYST**

In the coming year, keep aspiring for change and be known for your thoughts and your work, be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least keep your work and life in a perfect balance, because that is the perquisite for success. We take this opportunity to thank you and extend our appreciation on your decision to join **HCL TECH LTD. - IOMC**. You are requested to join us on **February 10, 2014**.

Your compensation would be as outlined in a separate document "**Salary Breakup – Annexure A**". The general terms and conditions governing your employment are outlined in Annexure II. **HCL TECH LTD. - IOMC** works under 24x7 operations supporting clients hence you may be required to work under various shifts as per the terms and conditions of the client.

On the date of joining, you would be requested to submit the documents listed in Annexure III. Please note that the submission of all documents is mandatory to facilitate joining, back ground verification/validation and appointment process at **HCL TECH LTD. - IOMC**. Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of HCL family.

As confirmation of your acceptance, you are requested to sign the duplicate copy of the offer cum appointment letter and annexures and submit the same within 7 days to the undersigned.

Amit Kumar
Noida

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL Technologies. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you onboard us.

You are advised to go through the contents of this offer letter and annexures before signing the duplicate copy.

Looking ahead we see exciting times and we look towards you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT services. Welcome to our organization! We look forward to a mutually fruitful association.

For **HCL TECH LTD. - IOMC**

ANAND RAJAGANESAN (51318222)

