

OFFER & APPOINTMENT LETTER

Offer Release Date: July 28, 2024

Dear Srungarapu Mahesh,
., Tamil Nadu,
Tamil Nadu, India, .
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Dear Srungarapu Mahesh,

Congratulations! With reference to the interviews conducted by HCL Technologies Ltd. (herein referred as "HCLTech" or "Company"), we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in band **E1.1**.

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 perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 3, 2024**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCLTech believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **585000** per annum, outlined in **Annexure I**.

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000**. This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

You would be required to furnish digital copies of the documents and other listed information in **Annexure III**, before your joining date. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCLTech family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

You are requested to accept the offer within 03 days, failing which the offer will stand null and void.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Signature of Employee: