

Resignation Acceptance Letter

Date: October 21, 2024

Ms Soni Singh

Associateld: 2247840

Dear Soni,

We accept your resignation dated **October 17, 2024** from the services of the organization. We appreciate the early notice from your end and your commitment to smoothly hand over your duties. You are required to complete the clearance process; which includes knowledge transfer, handing over your current responsibilities, returning of the company assets, and settlement of accounts.

According to the company's policies and per the terms and conditions of your offer, your last working day would be on **October 18, 2024**. You would receive your relieving letter upon completion of the clearance formalities, and settlement of all the dues (if any). Your relieving letter will be triggered to your personal Email ID.

Please be informed that you shall be bound by Cognizant's policies during and after your employment in terms of the employment contract signed by you with Cognizant. Therefore, any attempt at copying/sending Cognizant's or its client's business/confidential information outside the Cognizant/Client's network during the notice period shall still be treated as a violation of Cognizant's policies including Cognizant Acceptable Use Policy and you may liable to a disciplinary/legal action as applicable.

We wish you the very best in your future endeavors.

Sincerely,

For **Cognizant Technology Solutions India Private Ltd.,**



Praveen Subramanyam
Sr. Manager – HR

Note: This is a computer generated letter and does not require any signature in original.

Regd. Office: #5/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097.

To verify Cognizant employment details of the associate, please write to **verification@cognizant.com**