



Cognizant Technology Solutions India Private Ltd
CHIL-SEZ FO, Special Economic Zone
Keeranatham Village Saravanampatti Via,
Coimbatore – 641 035 Tamil Nadu

Resignation Acceptance Letter

Date: July 1, 2020

Mr. Arpan Chatterjee
Associate Id: 460422

Dear Arpan Chatterjee,

We accept your resignation dated **June 24, 2020** from the services of the Organization. We appreciate the early notice from your end and your commitment to ensure a smooth hand over of your duties. You are required to complete the clearance process; which includes knowledge transfer, handing over of 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 **June 30, 2020**. 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 on your future endeavors.

Sincerely,

For Cognizant Technology Solutions India Private Ltd.,

Kavitha Sainath
Director – Human Resource