



Cognizant Technology Solutions India Private Limited  
Techno Complex, 5/535, old Mahabalipuram Road  
Okkiyam Thoraipakkam  
Chennai - 600 097, Tamil Nadu  
CIN- U72300TN1994PTC026590  
Tel: 1-800-208-6999  
Fax: +91 44 4209 6060  
Email: cognizantindia@cognizant.com

**LETTER OF TERMINATION**

**Date 16-Aug-2023**

To,

**Associate Name:** Aparna Pandey

**Associate ID:** 2289508

**Designation:** Senior Process Executive-Voice

**Present address:** G-13, First Street opp. of Shiv Mandir, Sharma Chowk, K.C Badkhal Road, Near Patel Chowk, Faridabad 121001, Haryana

**Subject: Notice for termination of employment**

**Reference:**

1. Show Cause Notice dated: **07-Aug-2023**
2. Your response to our Show Cause Notice dated: **08-Aug-2023**

**Dear Aparna Pandey,**

We, Cognizant Technology Solutions India Pvt Ltd ("Cognizant"/"Company") write with reference to Show Cause Notice **07-Aug-2023** and subsequent correspondence regarding the same.

It has been observed that you have not cleared the assessment(s) satisfactorily post your joining within the stipulated period and had failed to meet expected levels of outcome to be deployed in projects within the Organization in spite of providing you with multiple opportunities. It is also to be reminded that as per clause 1 (c) and 12 of your employment contract, which was accepted and signed by yourself, continuation of your services to the Company is subject to upskill/train to make yourself eligible for appropriate business / client projects.

Please refer the clauses:

**1(c)** You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

**12 Business Engagement, Learning and Development and Project Deployment** - In order to ensure that you are fully equipped to adapt to client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

All the above facts were already conveyed to you through our Show Cause Notice dated **07-Aug-2023** however, you have failed to provide us satisfactory justifications.

In view of the above, the Company is of the opinion that there is no other option than to terminate your employment with the Company, as per the mutually agreed terms and conditions of the employment contract. Accordingly, your employment with Cognizant stands terminated with effect from **16-Aug-2023** by the close of business hours, with notice pay in lieu of notice period, without any prejudice on the part of Cognizant, as you have been given adequate opportunities as aforesaid.

A copy of the letter is also being sent to your personal e-mail- **aparnapandey118@gmail.com** (as per our records)

You are required to submit all the assets of Cognizant in your possession including the Company/Company's client provided laptop, identity card, access card, etc., with immediate effect. Please note that all the statutory dues which are due and are payable including the full and final settlement will be credited in your bank account in due course upon your prompt submission of the Company's assets that are in your possession, after adjusting your dues to the Company, if any.

You may contact our separations team at [exithelpdeskindia@cognizant.com](mailto:exithelpdeskindia@cognizant.com) for your full and final settlement.

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

  
D.Mohanraj (Aug 16, 2023 14:42 GMT+5.5)

**D. Mohanraj**

**AVP - HR**