

## S M, Balaji (Cognizant)

**From:** 1CommunicatorInfo(Cognizant)  
**Sent:** Thursday, August 15, 2024 4:13 AM  
**To:** S M, Balaji (Cognizant)  
**Subject:** Clearance Notification for you: Details on your Final Release Form



Dear Balaji(910383) ,

Your final release form is initiated and your last working day is 29 Aug 2024. Please refer to the Navigator app in OneCognizant under Separations life event for FAQ's. We would request you to log in to the Clearance Automation app and follow up with your final release form approvers on or before your last working day:

Support Group Approvals & Clearance closure:	Exit Survey Completion:	The exit survey is an integral part of the clearance formalities and we urge you to complete the same on or before your last working day
	Handing over Admin assets:	Please submit your Runner keys, Facility cards, Bus pass if any etc. on your last working day to the respective location Admin team to get the approval
	Handing over CS assets:	Please submit your ID Card and Access card on your last working day to the respective location Corporate Security to get the approval
	Handing over IT assets:	Please surrender all the IT mobility assets tagged to you like Laptop, Data card, SIM card, Smart phone on or a day prior to your LWD to the respective IT team for IT clearance. Please ensure that you surrender the Client Assets (if any) after discussing with PM / HCM Supervisor.
	Final HRSS auto approval:	Kindly make sure that your Final release form is approved by (IT, Admin, Corporate Security, Finance – Payroll, Finance – Travel, Project Team Approver) post which Final HRSS will be auto approved on your last working day post 7.00 pm

You will be receiving the following:

Resignation Acceptance Letter:	On your last working day to your personal email id registered with Cognizant (upon completion of Letter of Undertaking (LOU) Acknowledgement, Finance Payroll and Travel approvals)
Registration email to Always Cognizant :	This will enable you to stay connected with Cognizant even after your last working day and also will enable you to download letters and also will enable you to download financial statements as desired. If you don't receive the

	<p>registration email, please write to us at <a href="mailto:ExithelpdeskIndia@cognizant.com">ExithelpdeskIndia@cognizant.com</a></p> <p>You will be receiving your Always Cognizant registration to your personal email id registered with Cognizant on the next day after your last working day (Irrespective of clearance closure)</p>
Relieving letter:	Relieving letter will be generated and triggered to your personal email id registered with Cognizant, 2 calendar days after your last working day provided all clearances are closed.
Full & Final Settlement:	<p>You will be receiving your full &amp; final settlement within 45 days from your last working day based on clearance closure. In case you don't receive them within 2 months from your Last working date, please drop us a note along with your associate id. For any full and final settlement queries please mail to <a href="mailto:ExithelpdeskIndia@cognizant.com">ExithelpdeskIndia@cognizant.com</a></p>

We wish you success in your future endeavors.

**Regards,**  
**India Separation Team**  
**HR Shared Service | DLF office - Chennai | 1C – 4th Floor | Cognizant Technology Solutions India Pvt. Ltd.**

*\*\* This is an auto generated mail. Please do not reply. \*\**



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