



Malav Shah <malav42@gmail.com>

Resignation Acceptance from Cognizant

Malav Shah <malav42@gmail.com>

10 June 2013 11:37

To: Amdocs Development <nitasha.saxena@amdocs.com>

Hi Nitasha,

My resignation has been accepted by my manager and talent HR. My last working day at cognizant is finalized as 20th June 2013. Herewith, I am forwarding below mail for your information.

Thanks & Regards,

Malav Shah

Mobile: +91 8698 787 360

Email: malav42@gmail.com

From: CompassHCM@Cognizant.com [CompassHCM@Cognizant.com]

Sent: 07 June 2013 16:23:57

To: Shah, Malav (Cognizant)

Subject: Your Resignation has been accepted.

Dear associate:

Your resignation has been accepted and the Date of release is finalized as 06/20/2013

You would receive an email from the clearance portal within 1 business day, guiding you on the steps to be followed for the separation clearance formalities. Please reach out to your HR Talent Manager for further clarifications on the clearance process.

To enable expeditious settlement of dues, please complete the following at least 6 business days prior to the close of the month:

Actual Investments need to be updated in MyPay because henceforth Tax Calculations will not be based on your Investment declarations. Only actual proofs submitted and approved will be considered - Process as follows:

- a) Please log into MyPay (Intranet <https://mypay> & internet <https://mypay.cognizant.com>) once your release date is finalized and updated in HCM.
- b) Update (i) Actual investments (ii) Rent paid and (iii) Medical bills as applicable in the respective pages of MyPay. Ensure you hit the Submit button after updation.
- c) Upload all the investment proofs using the Upload option in the respective Investment Actuals Page.
- d) If you are working out of Chennai, your medical bills hard copies are required to be sent to Payroll team (Cognizant City Office, Alwarpet). If you are working out of any other location, send them to the respective location finance team. All these documents are required to be sent before last working day (18.00 hours).
- e) On receipt of medical bills proofs, finance team will verify the same and approve it in MyPay.

Any attempt at copying/sending Cognizant or Client business information outside the Cognizant network during the notice period shall still be treated as a violation of the Cognizant Acceptable Use Policy.

6/22/13

Gmail - Resignation Acceptance from Cognizant

* This is an automated mail. Please do not reply.