

Kumar, Ambar (Cognizant)

From: Human Resources(Cognizant)
Sent: 10 November 2022 22:53
To: Kumar, Ambar (Cognizant)
Cc: Manikandan, Samantha (Cognizant)
Subject: Notification for you: Your Last working date has been auto-updated



Hi Ambar Kumar,

- We value your association with Cognizant and also understand the fact that the discussion on the final decision is still in progress, however as per the offer terms your last working day has been automatically updated by the system as *02/01/2023 (Wednesday)* and this may be subject to change.

ID	Associate Name	Last Working Date (mm/dd/yyyy)
2112161	Ambar Kumar	02/01/2023

- Should there be any concerns, please reach out to your [Home Manager/ talent manager](#)
 - **Kindly note, your salary processing during notice period is subject to clearance of dues;** you can log into Clearance App in One Cognizant (4 hours post update of LWD) to track and close on your dues, if any.
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- Please note summary on Leaves during notice period:
 - Availing Leave during the notice period is not encouraged.
 - In case of any Medical emergency only **Sick leaves** (for up to 3 days) can be availed with HCM Supervisor approval (subject to availability of Sick leave balance).
 - **Compensatory Off** (subject to availability of Comp Off leave balance) /**LOP leaves** can be availed only when HCM Supervisor approves.
 - **Casual leaves and Earned leaves** cannot be availed during the Notice period.
 - **LOP leave** can be availed for any other emergency other than sickness with HCM Supervisor approval.
 - **Paternity leave** can be availed by Men Associates with HCM Supervisor approval and Medical documentation.

Thank you,

Important Note:

1. We take this opportunity to remind you of the applicable non-solicitation and non-compete obligations forming part of employment documents. Please note that you are prohibited from carrying away or disclosing any proprietary and/or confidential information of Cognizant. **Further, you shall not get associated with any Client of Cognizant, directly or indirectly through a Competitor of Cognizant, including the last and most recent Client supported by you during your tenure with Cognizant.** Please also note that these obligations shall continue to remain effective even after cessation of your employment at Cognizant and in the event you are found to be in breach of these terms, such act would be considered to be a serious violation of these obligations. Please also note that Cognizant won't hesitate to take any requisite legal action against you for breach of the obligations mentioned hereinabove for the purpose of protecting interests of Cognizant and its Clients. Any such breach of obligations may lead to litigation against you & your prospective employer and we also expressly reserve our right to pursue other remedies available to us under law and equity.
2. Please note that all the Company assets (including, without limitation, Company/client provided laptops, desktops, cellphones, data cards, USB sticks, documents, security cards etc.) have been provided to you purely for meeting project deliverables and business purposes. Accordingly, you must return all Company or client assets in your possession to the respective Cognizant point of contact or as per the defined process in your country promptly on request or no later than your last working day before leaving Cognizant, whichever is earlier.
3. Cognizant reserves the right (subject to applicable law) to wipe any or all data, applications and other information or property from these Company assets before or after your last working day. Failure to return assets as set out in this notice or as may otherwise be required by Cognizant makes you liable to Cognizant for the value of the withheld assets, and this value may (subject to applicable local law) be deducted from any payments due to you from Cognizant. Regardless of whether or not such payments have been deducted, Cognizant also reserves its rights to commence legal proceedings against you to recover any withheld assets and/or to notify the local police force or other law enforcement authority and/or your prospective employer regarding your failure to return such company assets.
4. Timesheet entry is mandatory for all Cognizant associates including those in non-billable and corporate roles. Associates on Notice Period are also mandated to submit Timesheets until the Last Working Date (LWD). Kindly ensure to submit the timesheet on time. You can access the timesheet module using Desktop/Laptop/Mobile/Tablet for submitting the timesheet.

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