

Date: February 12, 2026

Employee Name : Ms. Chirakala Mounika
Employee Id : 2430661
Designation : Programmer Analyst Trainee
From Location : Bangalore
To Location : Hyderabad
Date of Transfer : February 16, 2026

TO WHOM IT MAY CONCERN

Sub: Domestic Transfer letter

Dear Chirakala,

You are hereby requested to report to the Project Manager at the transferred location who will brief you on your new assignment. Please log on to My Work Space in <https://onecognizant.cognizant.com> to update the work location details on the application. Kindly contact your facility admin for access to your bay / ODC.

You will be entitled to travel as per Company's policy. All other terms and conditions of your employment with the company remain unchanged.

We wish you the very best in your assignment and look forward to your continued commitment and best efforts.

Sincerely,

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



Indhiran Ellappan
Manager – HR

Note: This is a computer generated letter and does not require any signature in original.

Cognizant Technology Solutions India Pvt. Ltd.
3Rd Floor, Phase2, Dlf Building
Gachibowli Junction
Hyderabad
Andhrapradesh 500081