

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  
Andhra Pradesh 500081