
Notification for you: Your last working day is finalized as 2025-12-12.

From CompassHCM(Cognizant) <CompassHCM@cognizant.com>

Date Mon 12/8/2025 4:22 PM

To S R, Pavitra (Cognizant) <Pavitra.SR2@cognizant.com>

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Dear Associate,

This is to inform you that your Last working day on has been finalized as 2025-12-12(YYYY-MM-DD). You can log on to <https://onecognizant.cognizant.com/> -> Clearance Automation after 8 hours post this email trigger to check on your Initial release clearance form (Form 1). You will be required to view your clearance status and follow up with support groups for closure. Please be informed that exit interview is mandatory and you will be required to log on to Clearance Automation and complete the exit interview under "Pending with you".

Note: Relieving letter & FFS closure are subject to the associate's clearance status being approved by all functions on their Last working day.

Below are the tentative timelines for your separation formalities:

- **Resignation Acceptance letter** will be triggered to your authenticated personal email id on your last working day (Post 7.00 pm) as on HCM records - 2025-12-12 (YYYY-MM-DD)
- **Relieving letter** will be triggered to your authenticated personal email id based on the clearance closure: Tentative Date 2026-01-26 (YYYY-MM-DD)
- **Full and Final Settlement:** Your last month salary along with Unclaimed FBP and Gratuity (If applicable) will be processed based on clearance closure (45 days from the LWD) tentatively on : 2026-01-26 (YYYY-MM-DD)

Note:- Kindly ensure that your personal contact details are updated in HCM.

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

