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## RE: Request for Early Release and Notice Period Buyout - Resignation Dated 04 December 2025

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**From:** Gadey, Venkateswarlu (Cognizant) <Venkateswarlu.Gadey@cognizant.com>

**Date:** Fri 12-12-2025 12:14

**To:** Sinha, Jishnujyoti (Cognizant) <Jishnujyoti.Sinha@cognizant.com>

**Cc:** Thakur, Pranav (Cognizant) <Pranav.Thakur2@cognizant.com>; T, Vindhya (Cognizant) <Vindhya.T@cognizant.com>

Hi Jishnu,

Please kindly help for us for below mail.

Thank you,  
Venkateswarlu Gadey.

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**From:** T, Vindhya (Cognizant) <Vindhya.T@cognizant.com>

**Sent:** Thursday, December 11, 2025 4:41 PM

**To:** Gadey, Venkateswarlu (Cognizant) <Venkateswarlu.Gadey@cognizant.com>

**Cc:** Thakur, Pranav (Cognizant) <Pranav.Thakur2@cognizant.com>

**Subject:** RE: Request for Early Release and Notice Period Buyout - Resignation Dated 04 December 2025

**Importance:** High

Hi Venkat,

Kindly share us the BU D+ approval to proceed further along with the below details.

Associate initiated or BU initiated early release -

Associate Consent email - Yes

BU D+ approval –

Note: If associate initiated early release, then the associate's Vacation leaves will be used to reduce the NP.

**Thanks and Regards,**

**Vindhya T**

**Human Resources – Talent Partner ADM**

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**From:** Thakur, Pranav (Cognizant) <[Pranav.Thakur2@cognizant.com](mailto:Pranav.Thakur2@cognizant.com)>

**Sent:** 10 December 2025 20:07

**To:** Gadey, Venkateswarlu (Cognizant) <[Venkateswarlu.Gadey@cognizant.com](mailto:Venkateswarlu.Gadey@cognizant.com)>

**Cc:** T, Vindhya (Cognizant) <[Vindhya.T@cognizant.com](mailto:Vindhya.T@cognizant.com)>

**Subject:** Request for Early Release and Notice Period Buyout - Resignation Dated 04 December 2025

Hi [@Gadey, Venkateswarlu \(Cognizant\)](#),

I hope you are doing well. I am writing to request your support regarding my exit process. I submitted my resignation on **4 December 2025**.

**Over the past 2 Sprints (Sprint Iteration 2025.5.3 and Sprint 2025.5.4), I have not been assigned any tasks, and even for the Sprint (Sprint Iteration 2025.5.5) started on Wednesday (03 December 2025), there is no work allocated to me,** mainly because I had completed and delivered my previous tasks well before estimated timeline. Following that, the **team will be on furlough period from 19 December to 02 January 2026** as discussed. After the furlough, our team will be transitioning to a new business unit for the same client, where onboarding, access setup, environment preparation, and KT are expected to take the approximately entire month of January before actual work begins.

Since there are **no active deliverables or handover dependencies** from my end during this extended period, I kindly request your support in enabling an early release, with a **preferred release date of 15<sup>th</sup> December 2025**.

An early release would be extremely helpful for my upcoming commitments with the next organization.

I am also fully willing to proceed with a **complete notice-period buyout** as per company policy to help facilitate an earlier separation date. I assure you that I will complete all required documentation and formalities smoothly, and I am **ready to complete all exit-related formalities immediately** if early release is approved.

Requesting your guidance and approval for the next steps.  
Thank you for your time and support.

Regards,  
Pranav Thakur  
Employee ID: 2062973  
Phone: +91 8087975100