



To,  
Human Resources Department  
Cognizant Technology Solutions  
India

**Letter of Undertaking to surrender Company Owned Assets**

Reshma Nair - 768674

As per my resignation dated June 17,2021 submitted on my own volition, my last working date is August 13,2021.I am obligated to surrender all the Company assets that I owe to Cognizant Technology Solutions India Pvt Limited as listed below on my last working date. Due to COVID 19 emergency and lock-down situation, I am unable to surrender all the Company assets I possess with me now.

I hereby undertake that I will surrender the company assets (whichever is allocated to me) immediately upon the lifting of lock-down and request you to release me from the services of the Company on my last working day (August 13,2021). I am cognizant and acknowledge that my full and final settlement will be processed subject to clearance of all my dues only upon returning the Company assets(whichever is allocated to me).

1. Company ID Card & Access Card
2. Laptop/Desktop (Client/Cognizant)
3. Data Card/VPN (Client/Cognizant)
4. Mobile Phone
5. SIM Card
6. Locker / Runner Keys

I also hereby understand and agree that my Resignation Acceptance Letter (RAL) will be processed only after I acknowledge this undertaking 2 days before my LWD or earlier in the Clearance Portal.

AssociateName : Reshma Nair

AssociateID : 768674

Date: July 12, 2021 12:16 PM

☐ Check to accept the LOU form