

To,
Human Resources Department
Cognizant Technology Solutions
India

As per my resignation dated 06/21/2020 submitted on my own volition, my last working date is 07/15/2020. 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 immediately upon the lifting of lock-down and request you to release me from the services of the Company on my last working day (07/15/2020). I am cognizant and acknowledge that my Relieving Letter and the Full & Final Settlement will be processed subject to clearance of all my dues only upon returning the Company assets.

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 via email.

Associate Name: Suresh Babu Thangavel
Associate ID: 225489