

## Maiti, Sopan (Cognizant)

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**From:** Humanresource@cognizant.com  
**Sent:** Monday, May 17, 2021 10:40 PM  
**To:** Maiti, Sopan (Cognizant)  
**Cc:** Subramanian, Mahendiravarman (Cognizant); Shamim, Farhat (Cognizant); Bakshi, Richa (Cognizant - HR); Chakraborty, Sudiptya (Cognizant)  
**Subject:** Your Last working date has been auto-updated

Hi Sopan Maiti,

- We value your association with Cognizant and also understand the fact that the discussion on the final decision is still in progress, however as per the offer terms your last working day has been automatically updated by the system as *07/06/2021 (Tuesday)* and this may be subject to change.

ID	Associate Name	Last Working Date (mm/dd/yyyy)
717169	Sopan Maiti	07/06/2021

- Should there be any concerns, please reach out to your [Home Manager/ talent manager](#)
- **Kindly note, your salary processing during notice period is subject to clearance of dues;** you can log into Clearance App in One Cognizant (4 hours post update of LWD) to track and close on your dues, if any.
- Please note summary on Leaves during notice period:
  - Leave during the notice period is not encouraged and if taken should be approved by the manager; without approvals, the leave taken will be processed as Loss of Pay (LoP) even if the associate has a good repository of Sick/Personal Leaves.
  - In case an associate takes a leave on account of sickness, he/she is required to submit an authenticated medical certificate to the HR.

Thank you,  
Exit Helpdesk - India