

Ref No: 8221499

05-Jan-2021



Sundar Rajan Seshadri

Dear Sundar Rajan,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Manager - Projects** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Chennai**.

Your Annual Total Compensation will be **INR 1,430,004**. This includes an annual incentive indication of **INR 150,000**. This incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **156** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Your services with the Cognizant shall be confirmed after completion of the probation period ("Probation Period"). Your initial term of the Probation Period shall be 6 months. Cognizant reserves the right to extend your Probation Period, at its sole discretion, for two consecutive terms of three months each. During or at the end of the Probation Period, your employment may be terminated by Cognizant at any time, without assigning any reasons, by giving one (1) month notice or notice pay in lieu thereof. Confirmation of your services shall solely depend upon satisfactory performance and conduct during the Probation Period.

We request you to join us on or before **08-Feb-2021**.

Please note:

- This appointment is subject to satisfactory professional reference checks.
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of Cognizant and shall be communicated to you in writing.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to call us.

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.

Suresh Bethavandu

Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Annexure A

Name: Sundar Rajan Seshadri**Designation:** Manager - Projects

Sl. No.	Description	Monthly	Yearly
1	Basic	37350	448,200
2	HRA*	22410	268,920
3	Medical Allowance*	1250	15,000
4	Company's contribution of PF #	4482	53,784
5	Special Allowance*	41175	494,100
	Annual Gross Compensation		1,280,004
	Incentive Indication (per annum)**		150,000
	Annual Total Compensation		1,430,004
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		23,000
	Annual Total Remuneration		1,453,004

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per The Payment of Gratuity Act, 1972

Leave & Vacation: From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager.

Category of leave

- Earned leave - 18 days
- Sick leave - 12 days
- Casual Leave - 6 days
- From the Date of Joining, Women associates will be entitled to Maternity leave based on the eligibility as laid down in The Maternity Benefit (Amendment) Act, 2017
- In addition to the above, as per Cognizant policy you are also eligible to avail Child Adoption leave and Paternity leave by adhering to the conditions as laid down in the India Leave Policy

Provident Fund Wages: For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".

Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is pro-rated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day the incentive is paid.

Note:

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.

Annexure C

Sign On Bonus

With reference to our discussion we wish to inform you of an additional joining bonus of **INR 170,000**.

This joining bonus will be paid subject to the conditions given below,

1. You joining Cognizant by **08-Feb-2021**
2. The amount will be paid after your successful completion of 90 days of service with Cognizant

The below conditions apply:

1. The joining bonus payout will be subject to statutory and income tax deductions as applicable
2. The joining bonus recovery will be part of your exit clearance process, if you decide to leave the services of Cognizant before completion of **ONE YEAR from the DOJ**