

TO WHOM IT MAY CONCERN**Sub: Domestic Transfer letter**

Date: Nov, 29 2016

Employee Name : Mr. Vaibhav Kumar
Employee Id : 540600
Designation : Programmer Analyst Trainee
From Location : Chennai
To Location : Bangalore
Date of Transfer : November 01,2016

Dear Vaibhav,

You are hereby requested to report to the Project Manager at the transferred location who will brief you on your new assignment. Please log on to My Work Space in <https://onecognizant.cognizant.com> to update the work location details on the application. Kindly contact your facility admin for access to your bay / ODC.

You will be entitled to travel as per Company's policy. All other terms and conditions of your employment with the company remain unchanged.

We wish you the very best in your assignment and look forward to your continued commitment and best efforts.

Sincerely,

For **Cognizant Technology Solutions India Private Ltd.,**



Sheeba Joshua B
Associate Director – HR

Note: This is a Computer generated letter and does not require any signature in original.