



Ekta Gupta <gupta.ekta1993@gmail.com>

Mandatory Documents-Joining Formalities at Cognizant!! - DOJ 24 December 2015

HRSS-Pune@cognizant.com <HRSS-Pune@cognizant.com>

Wed, Dec 23, 2015 at 3:35 PM



Dear Candidate:

Welcome Aboard!!!

It is indeed our pleasure to have you as a part of Cognizant family. It will be our sincere endeavor to facilitate a smooth transition for you on your Date of Joining at Cognizant. We would like to make upcoming Joining formalities to be quicker and easier for you. We are confident that you will have a delightful experience!

This is to inform you that it is Mandatory to complete the Online Pre-joining Formalities before your Date of joining at Cognizant.

Request you to be present at 7:15am sharp, Thursday , 24 – December - 2015 with the following documents:

Also, kindly ensure to **carry your originals & 2 sets of photocopies** of the below mentioned documents on the day of Joining-

1. 10th Marksheet (Original and Photocopy)
2. 12th Marksheet (Original and Photocopy)
3. Diploma Post 10th Std (If Applicable).
 - Marksheets for Every Semester (Original and Photocopy)
 - Convocation/ Provisional/ Passing Certificate (Original and Photocopy)
4. Graduation:
 - Semester wise Marksheets/ Consolidated Marksheet giving the marks of every semester (Original and 2 Photocopies)
 - **Convocation/ Provisional/ Passing Certificate** (Original and 2 Photocopies)
5. Post Graduation (If Applicable) :
 - Ø Semester wise Marksheets/ Consolidated Marksheet giving the marks of every semester (Original and 2 Photocopies)
 - **Convocation/ Provisional/ Passing Certificate** (Original and 2 Photocopies)
6. Identity Proof:

Ø Passport Photocopy (First Page and Last Page only)/ OR Passport Payment Acknowledgement receipt:

➤ 2 IDs from amongst the following: (Original and photocopy)

- **Pan Card (Mandatory)**
- Driving License
- Election Card
- Aadhar Card

7. **4 Passport Size Photographs**

8. Print Out of Mail from Cognizant giving the details of Joining

Details of the Venue:

Cognizant Technology Solutions,

Plot No. 26/27, **Phase 1**,

Rajiv Gandhi Info Tech Park,

M. I.D.C., Hinjewadi,

Pune - 411 057

Thanks & Regards

HRSS Pune | People Function Shared Services

Email - HRSS-Pune@cognizant.com

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Cognizant

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Fax : +91-124-3353160

Resignation Acceptance Letter

Date: June 30,2017
Ms Ekta Gupta
AssociateId: 533287

Dear Ekta,

We accept your resignation dated **June 08, 2017** from the services of the organization. We appreciate the early notice from your end and your commitment to smoothly hand over your duties. You are required to complete the clearance process; which includes knowledge transfer, handing over your current responsibilities, returning of the company assets, and settlement of accounts.

According to the company's policies and per the terms and conditions of your offer, your last working day would be on **June 30, 2017**. You would receive your relieving letter upon completion of the clearance formalities, and settlement of all the dues (if any). Your relieving letter will be triggered to your personal Email ID.

Please be informed that you shall be bound by Cognizant's policies during and after your employment in terms of the employment contract signed by you with Cognizant. Therefore, any attempt at copying/sending Cognizant's or its client's business/confidential information outside the Cognizant/Client's network during the notice period shall still be treated as a violation of Cognizant's policies including Cognizant Acceptable Use Policy and you may liable to a disciplinary/legal action as applicable.

We wish you the very best on your future endeavors.

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.

Regd. Office: #5/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

To verify Cognizant employment details of the associate, please write to verification@cognizant.com