

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Formal Undertaking

Dear [Employee's Name],

This letter serves as a formal undertaking for your role as [Employee's Position] at [Company's Name]. By signing this document, you agree to the following terms and conditions:

1. ****Duties and Responsibilities****: You will fulfill the job responsibilities outlined in your employment contract and any additional tasks assigned by your supervisor.

2. ****Confidentiality****: You agree to maintain confidentiality regarding company information and trade secrets during and after your employment.

3. ****Compliance****: You agree to comply with all company policies, procedures, and code of conduct.

4. ****Non-Compete Clause****: You will adhere to the non-compete clause as stated in your employment agreement.

Please sign and return a copy of this letter by [Due Date] to confirm your acceptance of these terms.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]

[Company's Contact Information]

I, [Employee's Name], hereby acknowledge and accept the terms outlined above.

Signature: _____

Date: _____