

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Professional Undertaking

This letter serves as a formal confirmation of your professional undertaking with [Company Name]. By signing this document, you agree to adhere to the terms and conditions outlined herein.

1. ****Position and Responsibilities****

Your title will be [Employee's Position]. You will be responsible for [brief description of responsibilities].

2. ****Commitment to Company Policies****

You agree to comply with all company policies, procedures, and regulations as stated in the employee handbook.

3. ****Confidentiality Agreement****

You shall maintain confidentiality regarding all company information and trade secrets, both during and after your employment.

4. ****Duration of Undertaking****

This undertaking will remain in effect for the duration of your employment and shall survive termination for any reason.

5. ****Governing Law****

This letter shall be governed by and construed in accordance with the laws of [State/Country].

Please sign and date below to acknowledge your acceptance of the terms outlined in this letter.

[Employee's Name]

[Date]

[Authorized Signatory]

[Title]

[Company Name]

[Date]

Thank you for your commitment to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Company Logo if applicable]