

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Undertaking Letter

I, [Employee's Name], holding the position of [Employee's Position] in [Department/Section], hereby undertake the following:

1. I will adhere to all company policies and procedures.
2. I will maintain confidentiality regarding company information.
3. I will perform my duties to the best of my abilities and uphold the company's values.

This undertaking is made to ensure my commitment to the responsibilities entrusted to me and the overall success of the organization.

Thank you for your attention to this matter.

Sincerely,

[Employee's Signature]

[Employee's Name]

[Employee's Position]