

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, ZIP Code]

Dear [Employee Name],

RE: Undertaking Letter for Employee Agreement

I, [Employee Name], hereby acknowledge and agree to the terms and conditions set forth in the Employee Agreement dated [insert date].

****1. Agreement Overview:****

I confirm that I have read and understood the provisions of the agreement, including but not limited to, confidentiality, non-competition, and employment responsibilities.

****2. Compliance Commitment:****

I undertake to comply with all company policies and procedures as outlined in the Employee Handbook and the agreement.

****3. Confidentiality:****

I agree to keep all sensitive information confidential and will not disclose any proprietary information to third parties during and after my employment.

****4. Return of Company Property:****

Upon termination of my employment, I agree to return all company property in my possession.

****5. Acceptance:****

I acknowledge that I understand the implications of this undertaking and voluntarily agree to be bound by its terms.

Please sign below to confirm your agreement to the terms stated above.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

****Employee Signature****

[Employee Name]

[Date]