

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Undertaking Letter

We are pleased to confirm your employment with [Company Name] as a [Job Title], starting from [Start Date]. This letter serves as an undertaking of the terms and conditions of your employment.

1. ****Position****: You will be employed as [Job Title] and will report to [Supervisor's Name/Title].

2. ****Salary****: Your monthly salary will be [Salary Amount], payable [Frequency].

3. ****Work Hours****: Your regular working hours will be from [Start Time] to [End Time], [Days of the Week].

4. ****Probation Period****: You will be on a probation period of [Duration] months.

5. ****Duties and Responsibilities****: You are expected to perform [Brief Description of Duties].

6. ****Confidentiality****: You agree to adhere to the confidentiality policies of [Company Name].

7. ****Termination****: Either party may terminate this contract with [Notice Period] written notice.

Please sign and return this letter by [Return Date] to confirm your acceptance of this undertaking.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Employee's Signature] _____ [Date]
