

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Undertaking for Leave of Absence

Dear [Employee's Name],

This letter serves as an official undertaking concerning your request for a leave of absence. By signing this document, you acknowledge and agree to the following terms:

1. ****Leave Duration****: You will be on leave from [start date] to [end date].

2. ****Reason for Leave****: [Specify reason for leave, e.g., medical, personal, etc.].

3. ****Return to Work****: You are expected to return to work on [return date].

4. ****Communication****: You will remain reachable at [your contact information] during your leave for any urgent matters pertaining to your responsibilities.

5. ****Job Security****: Your position will be held for you during your absence, and you will be reinstated upon your return.

Please sign below to confirm your understanding and acceptance of these terms.

[Employee's Signature]

[Date]

[Authorized Signatory's Name]

[Title]

[Date]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]