

[Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Undertaking Letter for Employee Loan

This letter serves as an official undertaking regarding the loan granted to you by [Company Name].

Loan Amount: [Specify Amount]

Loan Purpose: [Specify Purpose]

Repayment Period: [Specify Duration]

Monthly Installment: [Specify Amount]

As per our agreement, you agree to the following terms:

1. You will repay the loan amount in [Number of Installments] monthly installments starting from [Start Date].
2. In the event of resignation or termination of employment, the outstanding loan balance will become immediately due and payable.
3. [Any additional terms and conditions]

Please sign below to acknowledge your acceptance of these terms.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

Employee Signature: _____

Date: _____