

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Undertaking Letter for Employee Misconduct

Dear [Employee's Name],

This letter is to formally address the issue of misconduct that occurred on [specific date or dates]. After reviewing the situation and considering your explanation, we would like to outline an undertaking that we both must agree upon going forward.

****1. Acknowledgment of Misconduct****

You acknowledge that on [specific date], you [briefly describe the misconduct].

****2. Commitment to Improvement****

You commit to [describe the actions the employee will take to improve or rectify the situation].

****3. Monitoring and Evaluation****

We will monitor your progress and conduct follow-up meetings on [specify dates or frequency of meetings] to discuss your performance and any additional support you may need.

****4. Consequences of Further Misconduct****

Please be aware that any further incidents of misconduct may result in [describe potential consequences, such as disciplinary action, termination, etc.].

By signing below, you acknowledge and agree to the terms outlined in this letter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

I, [Employee's Name], agree to the terms stated above.

[Employee's Signature]

[Date]