

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Undertaking Letter for Employee Performance

I am writing to formally address your performance over the past [duration] and to outline the expectations moving forward.

This letter serves as an undertaking that you will:

1. [Specific performance improvement requirement 1]
2. [Specific performance improvement requirement 2]
3. [Specific performance improvement requirement 3]

We expect to see measurable improvements by [specific date]. Your progress will be reviewed on [review date] to evaluate your performance against these expectations.

By signing this letter, you acknowledge that you understand the requirements and the importance of meeting these expectations for your continued role in the company.

Please sign and return this letter by [return date].

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Employee's Signature] \_\_\_\_\_

[Date] \_\_\_\_\_