

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Undertaking for Employee Policy Compliance

I, [Employee's Name], holding the position of [Employee's Position] at [Company Name], hereby acknowledge that I have received, read, and understood the company's employee policies as outlined in the [Employee Handbook/Policy Document Name].

I commit to comply with all the policies and procedures set forth by [Company Name]. I understand that failure to adhere to these policies may result in disciplinary action, up to and including termination of my employment.

By signing this letter, I confirm my undertaking to uphold the values and standards of [Company Name] as an employee.

Sincerely,

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[Employee's Name]

[Employee's Position]

[Date]

[Company Representative Name]

[Company Representative Position]

[Company Name]

[Date]

[Signature of Company Representative]

[Optional: Witness Signature and Date]