

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Undertaking Letter for Resignation

I acknowledge receipt of your resignation letter dated [Date of Resignation Letter], effective from [Last Working Day]. This letter serves as a formal undertaking regarding your resignation process.

1. **\*\*Final Work Details\*\***

You are expected to complete your pending tasks and responsibilities until your last working day, which is [Last Working Day].

2. **\*\*Handover Process\*\***

Please ensure all projects and duties are handed over to [Colleague's/Manager's Name] by [Handover Deadline].

3. **\*\*Exit Interview\*\***

An exit interview will be scheduled for [Date] at [Time].

4. **\*\*Final Payment\*\***

Your final paycheck, including any unused leave days, will be processed and provided on [Date of Final Payment].

5. **\*\*Return of Company Property\*\***

Ensure the return of all company property, including [list items, e.g., laptop, ID badge], by your last working day.

Please sign below to acknowledge your understanding and acceptance of the terms outlined in this undertaking.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Acknowledgment:

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[Employee's Name]

[Date]