

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Undertaking for Employee Training

Dear [Employee's Name],

This letter serves as an official undertaking regarding your participation in the [Name of Training Program] scheduled for [Dates of Training] at [Location/Platform].

1. ****Training Details****

- ****Program Title:**** [Title]
- ****Duration:**** [Duration]
- ****Objectives:**** [List of Objectives]

2. ****Employee Commitment****

As a participant, you agree to:

- Attend all scheduled sessions.
- Actively participate and complete all assigned tasks.
- Share knowledge gained with your team upon completion.

3. ****Company Support****

Our company commits to:

- Cover all associated costs for the training.
- Provide the necessary resources and support during the program.

4. ****Post-Training Requirement****

You are required to submit a report/presentation summarizing your learnings and how they can be applied to your role within [specific duration after training].

5. ****Acknowledgment****

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

Thank you for your commitment to professional development.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Employee's Signature]

[Date]

[Supervisor's Signature]

[Date]