

Employee Liability Indemnity Letter

Date: _____
Employee Name: _____
Employee ID: _____
Department/Position: _____

To Whom It May Concern,

This letter is to confirm that **[Employee Name]**, holding employee ID **[Employee ID]**, is hereby indemnified by **[Company Name]** (hereinafter referred to as "the Company") for all liabilities, claims, losses, damages, or expenses arising from acts performed in the course of their official duties, provided such acts are carried out within the scope of employment, in good faith, and without negligence or willful misconduct.

The Company assumes responsibility to defend and hold harmless the above-named employee against any legal action or claim brought as a result of actions performed during their tenure, subject to the terms and conditions of the Company's policies.

This indemnity does not cover actions that are unlawful, made outside the scope of assigned duties, involve gross negligence, or violate Company regulations.

This indemnity letter is valid for the period of employment and shall become void upon termination, resignation, or retirement, except for liabilities incurred during the period of employment.

Employee Signature

Date: _____

Authorized Company Signatory

Date: _____

Important Notes

- This letter should be reviewed and signed by both the employee and the authorized company representative.
- Consult legal counsel before issuing indemnity letters to clarify scope and limitations.
- Keep a signed copy in the employee's HR file for reference.
- This document does not waive liability for criminal acts or gross negligence.
- Details and coverage may vary depending on local laws and company policy.