

# Undertaking Letter for Uniform Reimbursement Approval

Date: \_\_\_\_\_

To,

The HR Manager,

[Company/Organization Name]

[Address]

Subject: **Formal Undertaking for Uniform Reimbursement**

Dear Sir/Madam,

I, \_\_\_\_\_, employee ID \_\_\_\_\_, working as \_\_\_\_\_ in the department of \_\_\_\_\_, hereby submit this undertaking for the reimbursement of uniform expenses as per company policy.

I confirm that the amount claimed for uniform reimbursement pertains solely to expenditures made for the purchase of company-prescribed uniforms and accessories. The attached bills/invoices are original and have not been previously submitted for any claims.

I undertake that if any information or document provided by me is found to be incorrect or false, the company reserves the right to recover the reimbursed amount from my salary or final settlement.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Date: \_\_\_\_\_

## Important Notes:

- The undertaking letter should be typed or neatly handwritten.
- All submitted bills and invoices must be original and compliant with company guidelines.
- Providing false information may lead to disciplinary action or legal consequences.
- Keep a copy of this letter and the submitted documents for your records.
- Check with HR for the latest uniform reimbursement policy details before applying.