

# Undertaking Letter for Uniform Reimbursement

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

**To,**

The HR Manager

[Company/Organization Name]

[Office Address]

**Subject:** Undertaking for Uniform Reimbursement

Dear Sir/Madam,

I, [Employee Name], employed as [Designation] in [Department], hereby solemnly declare and confirm that I have purchased the prescribed uniform as per the company guidelines for the current financial year.

I am submitting the original bills/documents for the reimbursement claim amounting to **Rs. [Amount]** towards uniform expenses. I further undertake that:

1. The claimed expenses are genuine and pertain only to the purchase of uniform.
2. The bills/invoices attached herewith have not been claimed previously or submitted elsewhere for reimbursement.
3. If any of the above information is found incorrect or false, I shall be liable to refund the reimbursed amount to the company and accept any disciplinary action taken in this regard.

Kindly process my reimbursement request as per company policies.

Thank you.

Yours sincerely,

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

**Name:** [Employee Name]

**Employee ID:** [Employee ID]

**Contact Number:** [Phone Number]

## Important Notes:

- Ensure that all claims are backed by valid, original bills and supporting documents.
- This undertaking should be submitted with every uniform reimbursement request.
- Providing false information may lead to disciplinary action and reimbursement recovery.
- Check and comply with the latest company policy for uniform purchase and reimbursements.