

# Standard Undertaking Form for Uniform Expenses

Name of Employee:

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Employee ID:

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Department:

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Designation:

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## Undertaking

I, \_\_\_\_\_, hereby acknowledge receipt of the uniform issued to me by the company, and undertake the following:

1. I will use the uniform solely for official purposes during my tenure with the company.
2. I will maintain the uniform in good condition and return it upon separation from the company or as required.
3. The uniform remains the property of the company at all times.
4. If the uniform is lost or damaged due to my negligence, I understand that I am liable to reimburse the company for its cost as per company policy.

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Employee Signature

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

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Authorized Signatory

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

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## Important Notes

- This form is a record of the company's uniform issue and the employee's responsibility for it.
- Read all terms carefully before signing. Seek clarification from HR if required.
- Failure to return or pay for lost/damaged uniforms may lead to deductions as per company policy.
- Keep a copy of the signed form for your records.