

# Undertaking Statement for Uniform Reimbursement

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

To,  
The HR Manager  
[Company Name]  
[Company Address]

Subject: **Undertaking Statement for Uniform Reimbursement**

I, \_\_\_\_\_, employee ID \_\_\_\_\_, working as \_\_\_\_\_ in the \_\_\_\_\_ department, hereby confirm that I have purchased the official uniform as per the company's prescribed guidelines.

I am attaching the original/photocopy of the bill(s) for the purchase of the uniform. I hereby declare that:

- The attached bill(s) are genuine and pertain to the uniform purchase for official purposes only.
- I have not claimed reimbursement for these expenses previously from the company.
- I undertake to return the reimbursement amount, if it is found at any point that the claim is not genuine or violates the company policy.

Kindly process the reimbursement amount as per the company policy at the earliest.

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Employee Signature

Date

- Ensure all attached bills are clear, legible, and pertain strictly to uniform purchase.
- Claims must be made within the timeframe specified by company policy.
- Submitting false information may result in disciplinary action.
- Always retain a copy of submitted bills and this undertaking for future reference.
- Consult HR for any clarification regarding eligible items or claim process.