

# Uniform Allowance Undertaking

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

I, \_\_\_\_\_ (Employee Name), holding the position of \_\_\_\_\_  
(Designation) in the department of \_\_\_\_\_ (Department), hereby acknowledge receipt of the  
company-provided uniform allowance for the financial year \_\_\_\_\_.

## Undertaking

I understand and undertake the following:

- The uniform allowance received will be utilized solely for the purchase and maintenance of the prescribed company uniform as per the company's policy.
- I will maintain the uniform in clean and proper condition at all times while on duty.
- I am aware that the uniform allowance is a benefit provided for official company use, not for personal purposes.
- If I cease to be employed with the company, I will abide by the policy for the return/disposal of uniform items as instructed by HR.
- In the event of non-utilization or misuse of the uniform allowance, I agree to refund the amount or comply with further instructions from the company.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR / Admin Signature

\_\_\_\_\_  
Name & Designation

\_\_\_\_\_  
Date

## Important Notes

- This document serves as an official declaration for compliance with uniform allowance policy.
- Falsification or misrepresentation may lead to disciplinary action.
- Keep a signed copy of this undertaking for personal records.
- Contact HR for any queries or clarification regarding uniform allowance rules.