

# Undertaking Letter for Employee Reimbursement

**Date:**

\_\_\_\_\_

**To,**

The HR/Accounts Department

[Company Name]

[Company Address]

**Subject: Undertaking for Reimbursement Claim**

I, \_\_\_\_\_ (Employee Name), Employee ID: \_\_\_\_\_, working as \_\_\_\_\_ in the department of \_\_\_\_\_, hereby confirm that I have incurred the following expenses for official purposes:

Nature of Expense: \_\_\_\_\_

Amount: â‚¹ \_\_\_\_\_

Date(s) of Expense: \_\_\_\_\_

I declare that the above expenses were genuinely incurred for the fulfillment of my official duties and have not been claimed previously from the company or any other source. All receipts and relevant supporting documents are attached with this letter for your reference.

In case any of the information provided above is found to be incorrect or misleading, I accept full responsibility and shall refund the reimbursed amount as per company policy.

Yours sincerely,

\_\_\_\_\_

(Signature)

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

Designation: \_\_\_\_\_

## **Important Notes:**

- Always attach original receipts or supporting documents with the undertaking letter.
- Ensure all information provided is accurate and complete.
- Undertakings must be submitted within the stipulated timeline as per company policy.
- False declarations may lead to disciplinary action and recovery of the claimed amount.
- This document serves as a legal declaration for reimbursement claims.