

## Declaration Form

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

Position: \_\_\_\_\_

Email/Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Passport Size Photo

I, \_\_\_\_\_, hereby declare and acknowledge that I understand the importance of on-time delivery for our company's success and customer satisfaction. I commit to fulfilling my responsibilities to the best of my abilities and ensuring timely delivery of products, services, or projects entrusted to me. I am aware that any failure to meet the deadlines can result in appropriate actions being taken by the company regarding my employment.

By signing this declaration, I agree to the following:

**Time Management:** I will effectively manage my time and resources to meet the designated deadlines for all assigned tasks and projects.

**Planning and Organization:** I will plan and organize my work in a manner that allows for timely completion, considering all necessary factors and potential challenges.

**Proactive Communication:** I will maintain open and proactive communication with relevant team members, supervisors, and stakeholders to address any potential issues that may hinder on-time delivery.

**Problem Resolution:** In the event of any unexpected challenges or obstacles that may affect on-time delivery, I will promptly report them to my supervisor and actively work towards finding appropriate solutions.

**Priority Management:** I will prioritize tasks appropriately, giving utmost importance to those directly impacting on-time delivery.

**Professionalism:** I will carry out my duties in a professional and responsible manner, ensuring that my work is of high quality and meets the required standards.

**Continuous Improvement:** I will actively seek opportunities to improve my efficiency and productivity, exploring new methods, tools, and skills that can contribute to on-time delivery.

**Compliance:** I will adhere to all company policies, guidelines, and procedures related to on-time delivery, as well as any specific instructions provided by my supervisor or management.

I understand that any failure to fulfil the commitments outlined in this declaration may lead to disciplinary action, including but not limited to counselling, warnings, suspension, or termination of employment, as determined by the company's policies and procedures. Also, delay in delivery will lead to termination as well.

Employee

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

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

