



From (Name & Address in full)

Person Number : .....

To

Human Resources  
US Technology International Pvt.Ltd.  
Technopark, Trivandrum

To Whomsoever It May Concern

This is to state that I am unable to submit the following document(s) to my personnel dossier at the time of joining

- (1).....
- (2).....
- (3).....
- (4).....
- (5).....
- (6).....

I undertake to submit the above mentioned documents by \_\_\_\_\_ failing which I agree that the company could take the necessary action against me.

Thank you,  
Sincerely,

Name : .....

Signature :

Date : .....

Contact No#:

Candidate accepted the above statement :

