# New logo

# EMPLOYER UNDERTAKING

# The Head, Human Capital

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Dear Sir/Madam

# Customer Name ${staffName} A/C No ${accountNo}

# We have received a request for a ${facilityType} Facility from the above named employee of you organization. In order to process the request, we require confirmation of certain information provided by him/her as follows:

# You are assured that provided information will be treated in strict confidence and without prejudice to your organization.

# Information to be confirmed

# Job Position: ${jobFunction} Date of employment ${dateofAssumption}

Nature of Employment: **${natureOfEmployment}**

Net Monthly Salary:  **N${netMonthlySalary}** Annual Compensation Package: **N ${grossAnnualSalary}**

**List existing credit obligation(s) deducted at source**

|  |  |  |  |
| --- | --- | --- | --- |
| S/N | Facility/Loan Type | Monthly Deduction | Outstanding Amount |
|  |  |  |  |
|  |  |  |  |

# I ${staffName} hereby request my employer to unconditionally and irrevocably domicile my salary and other benefits with Jaiz Bank Plc, Account No: ${accountNo}, until such times when I have fulfilled all my obligation of the facility.

I’m fully aware of the implication of the above terms and condition of this documents and hereby affirm the execution of same.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **${todaysDate}**

**TO BE COMPLETED BY EMPLOYER**

We confirm the above information as provided by our employee as accurate

If the application is considered and facility is granted we certify as follows

1. To continue to pay his /her salary, allowances and other benefits in to Account No **${accountNo}** with the bank

2. No change of Bank Account will be affected without written confirmation from Jaiz bank and due liquidation of the facility

3. To notify of the exit of the applicant from the organization with immediate effect

4. Inform you of any loan applied for by the applicant subsequent to the above

Name: **AISHATU MOHAMMED** Designation: **Head, HCMD**

Signature: Date: **${todaysDate}**

Official stamp/Seal