

UNDERTAKING

Expected Date of Joining:		Location:	
Personal Details			
Name: _____			
First Name		Middle Name	
Last Name			
Have you been known by another Name? (If Applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, Please specify the other name:
Date of Birth:		Gender:	

Details of employment
Please specify the name of the company on whose payroll you were listed
Employer 1: (Current employer or (if not employed at the moment) Last employer)
Name of the Company:
Period of employment: From: To:
If presently employed, I will duly submit my request of Resignation (and subsequent communication in my current/last organization) to the Cybage HR.

Employer 2 : (Company prior to current Employer)		
Name of the Company:	Employee ID/Code:	
Address:	Phone No.(Landline):	
City:	State:	Country:
Period of Employment:	From (mm/yy)	To (mm/yy)
Name of HR Manager:	Direct Contact No:	E-mail ID:
Annual CTC (at the time of leaving):		Designation:
Were you employed on contractual basis?	Yes	No
Reason for leaving:		
Have you completed the exit formalities (if No, specify reason):		

1. I accord my acceptance to the offer letter dated _____.
2. I will submit the following documents to Cybage Software Pvt. Ltd within 15 days of joining the services of the Company:

A. Educational documents:

- 10th and 12th/Diploma mark sheets
- Degree & PG certificate- mark sheet (if applicable – for all semesters/years)
- Any Certification mark sheet/certificate

B. Employment documents:

- Relieving and Experience letter from past 2 employers
 - Last 3 salary slips and Bank statement
 - Salary proof of fixed and variable components (appointment/increment letter)
3. In case I am unable to submit any of the above documents to the Company within the above stipulated time, due to any unforeseen circumstances, I shall duly inform the HR Department giving due reasons and extended time required for the submission of the said documents. I agree that HR department shall have a right to accept/reject my above explanation and take corrective actions as it may deem fit in case I am unable to submit the aforesaid documents.
 4. I understand that the Company shall carry out my background verification process either itself or through any third party, for which I grant my authorization for the same.
 5. I understand and agree that if the Company at any time, becomes aware through verification process or otherwise, that the information, facts and documents submitted or reproduced by me, are incorrect, fake, false or forged, the Company shall have all the right to forthwith terminate my services without any liability whatsoever towards me and/or take such disciplinary action as it may deem fit.
 6. I warrant that I have and shall disclose all the information which is true and correct to the best of my knowledge and believe that this offer letter is issued to me based on such information provided by me to the Company.
 7. I am solely responsible for all the information provided by me and warrant that, irrespective of any verification process, Company shall not, in any case, be liable or accountable to any third party, for any reason arising due to my non-disclosure or untrue or incorrect disclosure of information to the Company.

I have understood fully and correctly the above said terms of the Undertaking and the same has been explained to me in the language I understand.

Name: _____

Signature: _____ Date: (DD/MM/YY) _____

For official use only

Recruiter's Signature: _____

HR Interviewer's Signature: _____ Date: _____