[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

I, [Your Full Name], an employee of [Your Company Name], hereby undertake the following:

1. I will perform my job responsibilities to the best of my ability and in accordance with the company's policies and procedures.

2. I will maintain the confidentiality of all proprietary information and trade secrets of the company.

3. I will follow all safety guidelines and regulations to ensure a safe work environment.

4. I will conduct myself professionally and treat colleagues, clients, and superiors with respect.

5. I will disclose any potential conflicts of interest and seek approval from the company before engaging in any external activities that may pose a conflict.

I understand that any breach of the above-mentioned undertakings may result in disciplinary action, up to and including termination of employment, as per the company's policies.

Sincerely,

[Your Full Name]

[Employee ID Number]

[Department]