

From: _____

Address: _____

Tel: _____

e-mail: _____

Date: _____

To,

M/s Effective Management Consultants
27/859, Amarjyoti CHS Ltd
Tagore Nagar, Vikhroli (East)
MUMBAI 400 083

Sir,

Sub: Undertaking for submission of documents

At the time of starting of my assignment, I am unable to submit the following documents.

Sr No.	Document	Reason	Assurance to submit by (date)
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.....			
.....			
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I know and accept that, in case of my failure to submit the above documents on assured date, the Management of the company shall be at liberty to take any action against me, including termination of my assignment with immediate effect.

Thanking you.

Your truly,

(Signature)
Name: _____