

# COMPANY LETTERHEAD

..... (DATE)

**THE MANAGING DIRECTOR  
WORKERS FUND  
ACCRA**

Dear Sir,

## **LETTER OF UNDERTAKING**

We confirm that ..... (NAME OF EMPLOYEE) has been an employee of this company since ..... (DATE OF EMPLOYMENT) and is currently on a net monthly salary of GH¢ ..... (AMOUNT IN FIGURES).

We understand that he/she has approached you for a loan of GH¢ ..... (AMOUNT IN FIGURES) for ..... (NUMBER OF MONTHS OF LOAN REPAYMENT) months. We hereby undertake:

1. That he/she is not undergoing any disciplinary action which in our reasonable opinion shall lead to his/her dismissal or termination.
2. To pay his/her monthly salary into his/her account as it appeared on his/her payslip at the time of applying for the facility from you until you notify us that the loan has been paid in full. If salary is to be paid by cheque we further undertake to issue cheques in joint names of Workers Fund and ..... (NAME OF EMPLOYEE).
3. To notify you immediately should his/her employment with this company be terminated for whatever reason.
4. To give you reasonable assistance you might require in securing repayment of the facility.
5. Not to reduce his/her monthly allowance during the tenure of the facility.
6. The full amount of the employee's terminal/end of service benefit(s) or any other monies which the employee is legally entitled to when he/she ceases to be an employee (i.e. termination of employment, resignation, retrenchments, deployment, etc.) will be directed to Nursing Trust Fund for settlement of his/her indebtedness.

Yours faithfully,

.....  
(NAME AND POSITION)

**For and on behalf of ..... (NAME OF COMPANY)**