**LETTER OF UNDERTAKING FOR SPECIAL LEAVE**

I, ……………………………….bearing EMP ID/ CID No…………………………serving as………………………………….in the …………………………of the FMCL, hereby accept to avail special leave for a period ………………months with effect from………………(dd/mm/yy) and I hereby undertake to:

1. Use the special leave only for reasons mentioned in my application
2. Not engage in any other activity
3. Abide by all relevant rules and regulations; and laws of the country
4. Accept any administrative actions if I fail to abide by this undertaking.

I, hereby do confirm that I have been briefed on all rules governing my special leave and I have understood them, including the implications and consequences of violating them.

 (Affix Legal Stamp)

 Name and Signature

Date:

Witness:

Name:

CID No:

Contact Address and Number:

(**Caution:** This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications)

Approved by: **General Manager/Chief Executive Officer**