

**PLEASE TYPE ON COMPANY'S LETTER HEAD**  
**TO**

Access Bank Ghana  
Starlets '91 Road  
Opposite Accra Sports Stadium  
P.O. Box GP 353  
Osu, Accra.

**LETTER OF UNDERTAKING**

**RE** NAME OF CUSTOMER ACC. NO.

]

1. We understand that the above named person has applied for a Personal Loan of GHS ..... for a period of.....
2. We hereby confirm that ..... is a permanent staff.
3. We hereby confirm that the employee's monthly basic salary is GHS.....
4. We hereby confirm staff's end of service/terminal benefits GHS.....
5. We undertake to ensure that the above named employee's remuneration will continue to be paid into account number ..... at your ..... branch unless written consent from Access Bank is obtained to the contrary.
6. Should the above named employee cease employment with this organization, we will advise you immediately and will pay severance and terminal benefits to you.
7. Should we find it necessary to change the employee's location of employment, we will advise you immediately of the change.
8. We confirm that this letter of undertaking remains in full force until advised contrary by Access Bank Ghana Ltd.

For and on behalf of (.....NAME OF ORGANIZATION.....)

Signature.....  
Name of Authorized Signatory:  
Position/Designation: Head, HR or Admin  
Mobile Number:

Signature.....  
Name of Authorized Signatory:  
Position/Designation: Head, Finance  
Mobile Number: