

## Employee security bond: certificates as surety

To

Employer's name and address

Whereas:

1. I, \_\_\_\_\_, S/o, \_\_\_\_\_, R/o \_\_\_\_\_, the undersigned have been in the employment of the [employer], \_\_\_\_\_ [ \_\_\_\_\_ ], \_\_\_\_\_.
2. That the Company has proposed to send me to [country] to work in / \_\_\_\_\_ [ \_\_\_\_\_ ] \_\_\_\_\_.
3. That the Company will be meeting all/part of the expenses that are estimated to be incurred on \_\_\_\_\_ / \_\_\_\_\_ [ \_\_\_\_\_ ].
4. I further acknowledge that the said expenditure will be sizeable and significant in terms of money and I shall be gaining substantially by way of improving the knowledge \_\_\_\_\_, \_\_\_\_\_.
5. I also understand that the Company is engaged in the highly competitive business of information technology, and it is in the best interest of the Company that for the purpose of safeguarding its interests in the context referred above, it may indulge into binding the employees, through suitable legal contracts, \_\_\_\_\_, \_\_\_\_\_ / \_\_\_\_\_.
6. In the aforesaid background, as a material inducement to the Company in reciprocation of my employment/deputation \_\_\_\_\_, \_\_\_\_\_ [ \_\_\_\_\_ ] \_\_\_\_\_ / \_\_\_\_\_ [ \_\_\_\_\_ ] \_\_\_\_\_.
7. It is also re-iterated that I shall keep on faithfully and honestly performing my duties as assigned to me from time to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

8. And in the event that I decide to leave the employment of

[ ].

9. If I continue to serve the Company in terms of the aforesaid conditions, this Bond shall be void and

[ ] [%]

10. That at my request, [name], r/o [address], who is my [relation] hereby stands surety to the

11. That in order to further strengthen my commitment to the cause of the Company and to the terms of the instant

12. It is understood and agreed by me that the Company shall be authorized to retain my original educational and technical qualification

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13. I agree and confirm that I will not ask for return of my original certificates pertaining to

[ ]/ [ ].

14. The Company on the other hand commits itself to safe custody of

15. The details of the original certificates retained in the custody of the Company by the employee have been provided -

16.

17.

**Signed by** [Name] for [the Company]

**Signed by** Employee to confirm agreement to all the terms:

**Signed by** Surety to confirm agreement to all the terms:

Two witnesses to the signatures:

Name:

Address:

Name:

Address:

## Explanatory notes:

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## General notes:

1. This document has been drawn using the word “Company” as the employer. However, the applicable law applies to all employers, so you may safely use your word processor to search and replace “Company” by “Firm”, “ ”
2. You are advised to amend this document only so far as to make it applicable to the specific contract of an employee. Reference to
3. A job title is this
4. Provisions of surety need to be thorough but simple. Complicate formulae lead to misunderstanding; we have
5. The period of validity of bond and the amounts may be mentioned as agreed between the
6. An employee who is notorious may jump this bond also. However, damage is often caused when such an arrangement is altogether missing. A mischievous
7. The execution of a bond arrangement must be on a Non-  
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8. Appropriate identification
9. Kindly ensure

**End of notes**