**JOINING REPORT AFTER AVAILING LEAVE**

**To**

The Director

IIPE Visakhapatnam

Through Proper Channel

Sir,

After availing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days Earned Leave/ Casual Leave / Vacation Leave / Education Leave /Duty Leave/ other Leave from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Prefixing/suffixing Saturday/Sunday/Holidays), I am joining my duties today i.e.,\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (FN/AN).

This is for your kind information and record please.

Yours faithfully,

|  |  |
| --- | --- |
| Dated : \_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Designation :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Employee Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Department : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **Forwarded** |  |
| Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [HoD/DIC] |  |