

To,

The Registrar
Tezpur University
Napaam, Tezpur-784 028

Subject : Joining report after availing _____ leave

Sir,

I _____ hereby join the University today on _____ (Forenoon/Afternoon) after availing _____ days of _____ leave from _____ to _____. Further, I enclose herewith the necessary medical-cum-fitness certificate against my leave on medical ground as aforesaid.
(to be struck out in case of leave other than on medical ground)

Thanking you,

Yours faithfully,

Dated signature of the employee _____

Name (in capital letters) _____

Dept./Section/Office _____

Dated signature of the Controlling Officer/Head _____

Designation _____

Official seal