

JOINING REPORT AFTER AVAILING LEAVE/VACATION

I, _____ Designation _____
after availing _____ days Summer vacation/ Winter vacation/ Earned Leave/ Commuted
Leave/ HPL/ EOL/ Maternity Leave/ Paternity Leave/ Child Care Leave/ Casual Leave w.e.f.
_____ to _____ hereby report for duty in the F.N./A.N. of _____. The
following dates, which were holidays/Sundays/Saturdays may kindly be prefixed/ suffixed:-

I am also enclosing herewith Medical Certificate/ Medical Fitness Certificate. (Application in case
of leave on medical grounds, if applicable).

Date: _____

Signature :- _____

Name:- _____

Mobile No. :- _____

E-mail :_ _____

Certificate by Head of Dept.

Certified that Mr/Ms./Dr. _____ joined in the F.N./
A.N. of _____.

Forwarded to Dealing Asst.

Signature of the Head of the Dept.