

To,

Subject: Joining report after availing earned leave/commuted leave/duty leave.

Sir,

I \_\_\_\_\_ hereby join the office  
today on \_\_\_\_\_ (Forenoon/Afternoon) after availing the \_\_\_\_\_  
days earned leave / commuted leave / duty leave from \_\_\_\_\_ to  
\_\_\_\_\_.

Thanking you,

Yours faithfully,

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(in capital letters)

Designation-