

From:

Date:

To
The Principal
VVM's Shree Damodar College of Commerce & Economics
Margao - Goa

Sub: Joining Report

Madam,

I am joining my duties as _____ on
_____ after availing _____ leave on /
from _____ to _____ (_____ day/s).

Thanking you,

Yours faithfully,

Signature: _____

Name : _____