

To,

The Vice-Principal/H.O.O.

Ch. Brahm Prakash I.T.I., Jaffarpur, New Delhi - 110073

Subject: - Joining Report

Sir,

I hereby report myself for duty this day F.N./A.N.
availing of leave from.....to.....(Days).

Prefix..... Suffix.....

. Thanking you.

Yours faithfully

Name: -

Designation: -

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