

To

The Principal
I.T.I., Jaffarpur Kalan
New Delhi 110073

Subject:- Joining Report after availing leave

Sir,

After availing E.L. / M.L. from _____ to _____

(Days),

I hereby Submitted my joining report today i.e. requested to allow me to my join the duty.

(F / N). You are

Thanking you

Yours faithfully

$$(\quad)$$

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