

To

The Director,
National Institute of Biologicals,
Noida-201307(U.P.)

Subject:- Duty Joining Report.

Sir,

After availing _____ days _____ leave w.e.f. _____ to _____

(Prefixing _____ Suffixing _____),

I hereby report for duty today _____ (forenoon/afternoon).

Thanking you,

Yours faithfully,

Signature _____

Designation _____

Date : _____