

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 \_\_\_\_\_

Full name \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_