

Kolkata Metropolitan Development Authority
Unnayan Bhavan, Block — A, Sector — II Salt Lake, Kol. 91

To

Sub . Joining Report

Sir / Madam,

Respectively I beg to state that after availing of earned Leave for _____
days from _____ to _____, I beg to resume my
duties today the _____ forenoon.

My joining report may kindly be accepted

Date:

Yours faithfully,

