

Dated:

To,
The Secretary-cum-Scientific Director,
Indian Pharmacopoeia Commission,
Sector-23, Raj Nagar,
GHAZIABAD - 201002

Subject: Duty joining report - regarding.

Sir,

After availing _____ days _____ leave w.e.f. _____ to _____
(Prefixing _____ Suffixing _____), I hereby report for duty
today _____ (Forenoon/Afternoon).

Thanking you.

Yours faithfully,

Signature _____

Name _____

Designation _____

Date _____