



**SRI VENKATESWARA COLLEGE**  
**Establishment Section**

**Subject:      Joining report after availing earned leave/commuted leave/duty leave.**

Sir/Madam,

I \_\_\_\_\_ hereby join the college  
today on \_\_\_\_\_ (Forenoon/Afternoon) after availing the  
\_\_\_\_\_ days earned leave / commuted leave / duty leave / maternity leave /  
child care leave / study leave / sabbatical leave /  
.....(specify any other leave) from \_\_\_\_\_ to  
\_\_\_\_\_.

Thanking you,

Yours faithfully,

Signature: .....

Dated: .....  
.....

Name:

(in capital letters)

Designation: .....

Department/Office: .....