

Joining Report Upon Completion of Training (both LTT & STT)

Chief/Sr./HR Officer

.....

.....

Sir/Madam,

As per the Letter of Award
dated, the undersigned has successfully completed the training
and hereby would like to report to the Agency on The following
documents are attached herewith:

1. Training Report;
2. Feedback Form (STT only); and
3. Certificate from the Institute.

Yours faithfully/sincerely,

Signature & date:

Name:

EID No.:

Position Title:

Agency: