

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

Chief/Sr./HR Officer

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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: