

To

The Director,
National Institute of Pathology – ICMR,
Safdarjang Hospital Campus,
New Delhi-110 029.

Sir,

I beg to report my self for duty on the forenoon of _____ after availing
of Earned / Commuted leave(s) granted to me for the period from _____ to
_____ with permission to prefix / suffix / Saturday / Sunday / Holiday
on _____

Thanking you,

Yours faithfully,

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