

Joining Report upon Completion of Training

Chief/ Sr. /HR Officer

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Sir/ Madam,

As per the Letter of Awarddated the undersigned has successfully completed the Training and hereby would like to report to the Agency onThe following documents are attached herewith:

1. Training Report;
2. Feedback Form; and
3. Certificate from the Institute.

Yours faithfully/sincerely,

Signature & date:

Name:

EID:

Position Title:

Agency: