



I'm not a robot



Open

Joining report after availing maternity leave



Your Name

Your Address

Your City, County, Post Code

Your Phone Number

Your Email Address

Date

Name

Company Address

City, County, Post Code

Dear Mr/Mrs Last Name,

I am writing to inform you of my pregnancy and my intention to take the full maternity allowance of [number of weeks]. I intend to start my maternity leave on [January 21], excluding any unforeseen issues with my pregnancy and delivery. My return back to work is expected to be on [insert date].

I intend to make every attempt to complete all my tasks before I leave and should be able to oversee [insert project name] from home. I will do my best to make up for any important meetings upon my return. In my absence, I plan on delegating my tasks to Kira, the Assistant Supervisor, who has been working close to me and knows the operation side of the team. She will be able to answer any questions during my time off.

If my plans change for any reason, I will let you know as soon as possible. I have attached the documents from my doctor confirming my pregnancy. On my return, I hope we can arrange a schedule of reduced working hours so I can ease back into the office.

Thank you in advance for allowing me time away so that I can prepare for my baby and adjust to life as a new mother. I thoroughly enjoy working for [company name] and look forward to continuing my career here. If I need to be contacted for any reason, my personal details can be found at the top of this letter. Do not hesitate to contact me if you require clarification in my absence.

Kindest regards,

Handwritten Signature

Name

JOINING REPORT AFTER AVALING LEAVE/VACATION

I, _____ Designation) _____
After availing summer/winter Vacation / ____ days Earned Leave/Continued
Leave/HPL/EOL/Maternity Leave/Paternity Leave/Child Care Leave/Vacation
w.e.f. _____ to _____ hereby report for duty in the P.M./A.M. of
_____. The following dates, which were holidays/Sundays/Saturday
may kindly be prefixed/suffixed:-

I am also enclosing herewith Medical Certificate/Medical Fitness
Certificate. (Application in case of leave on medical grounds).

Date: _____

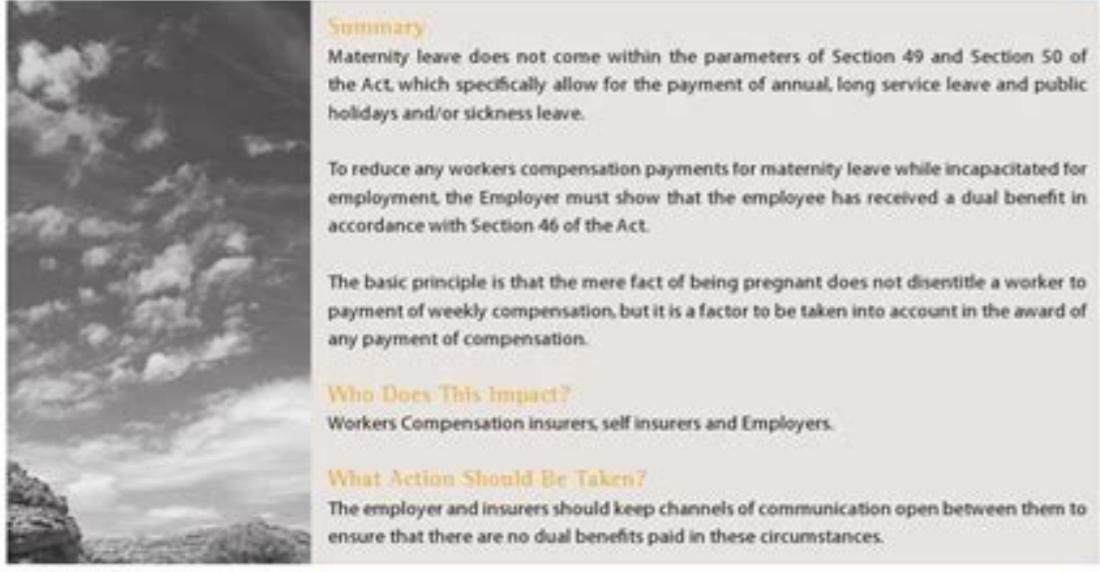
Signature _____
Name _____
Designation _____
D.M.R. _____
Mobile No. _____
E-mail: _____

Certification by Head of Dept.

Certified that Mr./Ms./Dr. _____ joined in the P.M./A.M.
of _____

Forwarded to Dealing Asst.

Signature of the
Head of the Dept.



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Commonly Asked Questions	2

TURKSLEGAL

PAPER

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
Department of Mechanical Engineering.

2000-01-01 00:00:00

The Denver Register E.T. Kauper

(Through Proper Channel)
SUMMARY REPORT

1

After availing of Earned Leave/Half Pay Leave/Estra Ordinary Leave/Commemorative Leave/Vacation Leave from _____ to _____ I hereby resign myself on duty with effect from _____ after notice of _____.

This may kindly be recorded.

■ Answers

Name _____

Conclusion

P.T. Box _____

Head of the Department: _____ P.P. No. _____
Department: _____

INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
Department of Mechanical Engineering

Digitized by srujanika@gmail.com

The German Republic
L.T. Karpur

(Through Proper Channel)
SIR, JURASSI, MURIAH

1

After availing of Earned Leave/Half Pay Leave/Essa, Ordinary Leave/Conveyance Leave/Vacation Leave from I hereby report myself on duty with effect from Tuesday afternoon at

This may kindly be reported.

Symptoms

Name _____

Designation:

P.R. No. _____

Head of the Department: _____ **Date:** _____

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