

Date.....

To

The Provost  
Jubilee Hall  
University of Delhi  
Delhi-110007

**Subject: Joining Report**

Sir,

I hereby report myself for joining my duties in this Hall today the..... after  
availing.....days Earned/Medical/Festival leave(s) w.e.f. ....  
to.....

Yours faithfully,

Signature.....

Name.....

Designation.....