The Director
Indian Institute of Advanced Study
Rashtrapati Nivas
Shimla – 171 005

Subject: Joining report after availing earned leave/commuted leave/duty leave.

Sir,									
	I					_ hereb	y join th	ie Institi	ute
today	on	(	Foreno	on/Aftei	moon)	after a	vailing 1	the	
days	earned leav	ve / commuted	leave	/ duty	leave	from			to
	Thanking y						Yours	s faithfu	lly,
Datad	ı.			Signatu	ıre				
Daled	l:				low		(in capi	ital lette	