

To,

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

Subject: Joining report after availing winter break/study leave

Sir,

I, _____ hereby join the Institute
after availing the winter break/study leave from 16th December _____ to 28th
February _____, today on _____ (Forenoon/Afternoon).

Thanking you,

Yours faithfully,

Dated: _____

Signature _____

Name _____

(in capital letters)

Fellow