

**Joining Report Upon Completion of Training**

Chief/Sr./HR Officer

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Sir/Madam,

As per the Letter of Award ..... dated ....., the undersigned has successfully completed the training and hereby would like to report to the Agency on ..... The following documents are attached herewith:

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

Yours faithfully/sincerely,

**Signature & date:**

**Name:**

**EID No.:**

**Position Title:**

**Agency:**