UWICER/PER-04/ Date:

The Director

Ugyen Wangchuck Institute for Conservation and Environmental Research

Lamai Goempa: Bumthang

***Sub: Joining Report***

Respected sir,

I hereby report to the Institute and resumed my regular duty in the forenoon of ………………..

after availing …………………..day /days ………………….leave/ Tour with effect from ………………….. to …………………..

Therefore, this is for your kind information and necessary action/ record please.

Sincerely Yours’