



Joining Report on Return from Leave

Name: _____ Project/Business: _____

Emp No.: _____ Designation: _____

Document Reference: CEN-TM-01-04 Revision: 0

Report back at work on:

Leave sanctioned from: _____ to: _____

Remarks:

Signature _____ Date _____
Employee

Signature _____ Date _____
Project Leader/Business Unit Head

Distribution: Original to Head Office Administration Department.