

Duty Resumption Letter

Date: [Redacted]

To,
The Manager,
[Redacted]
[Redacted]

Subject: Resumption of Duty

Dear Sir/Madam,

I hereby inform you that I have resumed my duties at my post as [Redacted] with effect from [Redacted] after availing my leave from [Redacted] to [Redacted].

Kindly acknowledge the same and update your records accordingly.

Thank you.

Yours faithfully,

[Redacted]

(Signature)