

VARNYA C - 19.08.20



HOD ECE <hodece@thejusengg.com>

Rejoining Letter

1 message

varnya c <varnyac@thejusengg.com>
To: Director Thejus <director@thejusengg.com>
Cc: HOD ECE <hodece@thejusengg.com>

Sat, Aug 15, 2020 at 1:44 PM

From,
Varnya C
Assistant Professor
ECE Department
Thejus Engineering College

To,
The Director
Thejus Engineering College

Sir,

Sub: Rejoining Letter

I was on maternity leave from 1st November 2019. As agreed in our previous communications it is respectfully stated that I will be rejoining my duties on August 19th 2020, the day the next semester begins. Hence I request your good self to allocate my duties thereafter.

Yours

sincerely


Varnya.

C

Assistant

Professor, ECE

Ms Varnya has joined Department on 19-08-2020 and she is taking Two and half subjects in online from the class commencement date.


Jeejo KP
Head of Department
Electronics & Communication Engineering
Thejus Engineering College
Vellarakkad.P.O, Thrissur - 680584

File No
20/8/20

8
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219

From,
Varnya C
Assistant Professor,
ECE Department,
Thejus Engineering College.

To,
The Principal,
Thejus Engineering College.

Sir,

Sub:- Application for maternity leave

As my expected date of delivery is in the second week of November, I request your good self to grant me the facility of maternity leave of 2 months from 1st November 2019.

The status of my responsibilities has been duly reported to HOD, ECE Department.

31/10/2019
Vellarakkad

Yours Sincerely,
Varnya C

Varnya C
31/10/19

Recommended and forwarded

[Signature]
21.10.19.

Director
for Announcements
KV

M.L. of 2 months approved for
1-11-2019 to 31-12-2019.

HR

[Signature]
31/10/19.