

Name with Initials:

Service Station :

Date :

Through:,

Through:,

Secretary,

Ministry of Education

Reporting to the duty of the new service station

I, who was released from the service with effect from (date released) as per the annual transfer order of the Annual Transfers of the Sri Lanka Teacher Educators' Service of the year(year), bring into your kind notice that I reported for duty at(New service station)after the releasment.....of previous service station on (date reported for duty).

Yours Sincerely,

Signature:.....

Service:.....

Grade:.....

National Identity Card No. :.....

I confirm that he/she reported for duty.

.....
Date

.....
Signature and the official stamp of the
Head of the Institute

Copies: