

Name :-

Service Station: -

Date :-

Secretary, Ministry of Public Services, Provincial Councils and Local Government,

Through

Through

Reporting for Duties at the new Service Station

It is kindly informed that I, who have been released from service with effect from(Date of release) as per the order of Annual transfers in Sri Lanka Administrative Service(Year) reported for duty at (Service station) on (Date of reporting for duty)

Yours faithfully

Signature:-

Service:-

Grade :-

National Identity Card No:-

Employee No :-

It is hereby confirmed that the officer reported for duty.

.....

Date

.....

Signature and the Official Seal

of the Head of the Institution

Copies :