

**REPORTING FOR DUTY**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division of Research and Innovation

Level 2, Chancellory II, Building E42

Universiti Sains Malaysia

Penang.

(Attn:Post-Doctoral Fellow Secretariat)

Sir/Mdm,

**Confirmation of Reporting for Duty**

(NAME)

I hereby confirm that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has reported for duty at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(DATE)

(DEPARTMENT/SCHOOL/CENTRE)

Thank you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature (Staff)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Stamp Head of Department