

UNIVERSITY OF BATANGAS
Batangas City 4200, Philippines

Date

Subject : Return to Work Notice
To : The HRD Office

This is to inform you that I _____ of the
_____ Department returned to work on _____ after my
leave of absence from _____ up to _____.

Nature of leave : (please check)

_____ Vacation leave with pay
_____ Vacation leave without pay
_____ Maternity leave

_____ Sickleave
_____ Emergency Leave
_____ Study Leave

Employee

Noted by:

Chief of Office

cc: BMO
HRD

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