

On Letter Company Letter head

Annexure-4

The Project Manager
M/s (Site name and address)

Subject: - "Declaration for new joiners during the month of _____"

Dear Sir

We are pleased to intimate and provide declaration for the captioned matter, that there are No New joiner during the month. Details of them are mentioned below: -

E.Code	Name of Workmen	Father's Name	Designation	Status
NA	NA	NA	NA	NA

The above-mentioned details and declaration are true and correct. It is for your records please, kindly acknowledge the same.

Thanking You

For

Authorized Signatory