

On Company Letter head

Annexure-5

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

Subject: - “Declaration for left out of transfer out during the month of _____”

Dear Sir

We are pleased to intimate and provide declaration for the captioned matter, that there are Not any Employees left out or transfer out 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 is true and correct. It is for your records please, kindly acknowledge the same.

Thanking You

For

Authorized Signatory