

# M. L. S. M. COLLEGE, DARBHANGA

(A CONSTITUENT UNIT OF L. N. MITHILA UNIVERSITY, DARBHANGA)

Website: [www.mlsmcollege.ac.in](http://www.mlsmcollege.ac.in), E-mail: [mlsmcollege@gmail.com](mailto:mlsmcollege@gmail.com)



Letter no.....

Dated.....

## Sample Application for Rejoining After FIP/Event/Refresher Programme

To

The Principal

MLSM College, Darbhanga, Bihar

Affiliated Under LNM University, Darbhanga, Bihar,

**Subject: Application for Rejoining After FIP/Events/Refresher Programme**

Respected Sir,

I, Dr XYZ, Assistant/ Associate/ Professor from the Department of ABCD was relieved from the college duties to attend the **FIP/Events/Refresher Course/Or any/ programme**. As the programme has now been completed, I am resuming my duties at the institution from **today, XX December 20XX**.

Please find attached the **relieving letter** of the FIP/Events/Refresher Course/Or any/ programme for your kind reference. I humbly request you to kindly permit me to join the institution from today.

Thanking you in anticipation.

Regards,

Dr XYZ

MLSM College, Darbhanga, Bihar

Affiliated Under LNM University, Darbhanga, Bihar

Department of ABCD

Assistant/ Associate/ Professor

Ph. no.: +91- 97654-32100

**Note: Relieving letter from the organizing committee or Email Acknowledgment or Provisional Letter or Event Certificate.**