

Andhra Bank
(A Govt.of India Undertakings)
Head Office : Hyderabad

From _____
_____ Branch

To
Personnel Department – IR,
Head Office, Hyderabad

Lr.No. _____ Date: _____

Dear Sir,

Reg: Presentation of Silver Jubilee Award.

Ref: H.O Lr.No.666/20/SW dated

* * *

With reference to above we submit the information as follows:

1. Name of the employee :
 2. Employee Code :
 3. Grade :
 4. Cadre :
 5. Designation :
 6. Branch working at present :
 7. Date of joining in the Bank :
 8. Whether all leaves availed by
the employee is duly : Yes / No
sanctioned by Competent Authority:
(If not, furnish particulars)
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We certify that the information furnished above are true and correct and recommend to consider sanction of Silver Jubilee Award to the above employee.

Yours faithfully,

Branch Manager /
Chief Manager / Chief Officer.