

METHODIST UNIVERSITY COLLEGE GHANA

The Senior Assistant Registrar
HR/General Administration
MUCG
Dansoman-Accra

.....20.....

RESUMPTION FROM ANNUAL LEAVE

I write to inform you that I went on Annual/Maternity/Casual/Sick Leave from
..... to and resumed
duty on

Thank you.

.....
NAME

.....
NAME OF DEAN/HEAD OF DEPARTMENT

.....
SIGNATURE

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SIGNATURE OF DEAN/HEAD OF DEPARTMENT

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DEPARTMENT

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DATE

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DATE