

FORM-16: Relieving Report

From

The Manager/H.R

Date: _____

To

The Head DIFC

SVCR Government Degree College

Palamaner

Sub: Relieving of _____ **Reg. No.** _____

Programme: B.A /B.Sc /B.Com/B.Voc, Course:

**SVCR Govt. Degree College Palamaner, Chittoor Dist. A.P., from internship-
duty-regard.**

Respected Sir/Madam

**After successful completion of internship he is relieved from all his duties
on ____/____/20____ AN/FN. The No. of days attended for duty is _____ day. We
are happy to declare that No allegations/pending reports from his side.**

With regards

Signature of the Manager/H.R

Copy

Submitted to the Head DIFC, B.A/B.Com /B.Sc /B.Voc

Copy to file for future reference