



**UNIVERSITY OF EDUCATION, WINNEBA**

Date:.....

The Deputy Registrar  
Division of Human Resource  
UEW  
Winneba

Dear Sir/Madam,

**RESUMPTION FROM LEAVE**

***Part A: To be completed by staff***

I Prof./Dr./Rev./ Mr. /Mrs./Ms./ .....

in the Directorate/School/Faculty/Office/Department of .....

has reported for duty from annual leave/ maternity leave/ sick leave/sabbatical leave/ study leave.

Designation:.....

Signature:.....

***PART B: To be endorsed by applicant's Head of Department/Section***

We write to inform you that Prof./Dr./Rev./Mr./Mrs./Ms./ .....

has resumed from leave.

He/she resumed duty on ..... 20.....

Yours faithfully,

.....

**NAME & SIGNATURE OF HEAD OF  
DIRECTORATE/SCHOOL/FACULTY/OFFICE/DEPARTMENT/SECTION**