



JOINING REPORT



**Employee Name** \_\_\_\_\_ **ID No.** \_\_\_\_\_

**Contact Number** \_\_\_\_\_

**Place Of Work**                      Abu Dhabi                      Al Ain                      Dubai                      Sharjah

**Division**                              Watches & Jewelry                      Läderach  
   Real Estate                                      MRK's Personal



Leave From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Leave Upto \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Actual Return Date (joining date) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Delay Days & Reason (if applicable) \_\_\_\_\_ days



For Office Use

Passport Received By \_\_\_\_\_

Passport Returned On \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Employee Signature**  
\_\_\_\_\_

**Approved By**  
\_\_\_\_\_