**GOLDEN TULIP HOTEL**

**HUMAN RESOURCE DEPARTMENT**

**ASSUMPTION OF DUTY FORM**

Name………………………………………………………………………………………………………………………………………….

Department…………………………………… Email………………………………………………………………………………….

Position…………………………... Phone Number…...…………………………... Staff No……………………………….

Gender…………………………. Marital Status ………………………………. Date of Birth………………………………

Date of Assumption of Duty………………………………………… …………………………………………………………...

**To Head Human Resources**

This is to certify that I reported for duty at the ………………….………………………………. Department of Golden Tulip Lekki.

On first appointment……………………………………………………….

Transfer…………………………………………………………………………….

Others(specify)…………………………………………………………………

**Bank information**

Account Number…………………………………………………………………………………………………….

Account Name…………………………………………………………………………………………………………

Bank Name…………………………………………………………………………………………………………….

**Supervisor Comment**

**………………………………………………………………………………………………………………………………………………**

……………………………………………………………………………………………………………………………………………………

..........................................................................................................................................................

Supervisor Name and Signature…………………………………………………………….……………………………………

Date……………………………………………………………………………………………………………………………………………

**Head of Human Resources Signature Date**………………………………………………………………………………….

Note: forms should be completed by the concerned staff and passed through the head of department who will confirm its accuracy and return the same to the Human Resource Department.