**Government ITI College Date:** 16-05-2025  
**Vijayawada Road, Satrampadu Place:** Eluru  
**Eluru, Andhra Pradesh, Pin code 534006**  
**Phone: 9848032919 | Email: itieluru@gmail.com**

**To,**  
The Principal  
Government ITI College  
Vijayawada Road, Satrampadu, Eluru

**Subject:** Submission of Employee Attendance for the Month of [April, 2025]

Dear Sir/Madam,

Please find below the attendance details of our Trainees for the month of **[April, 2025]**. The table includes the number of days present, absent, leaves taken, and holidays observed.

**Employee Attendance Report – [April, 2025]**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.No** | **Employee Name** | **Employee ID** | **Designation** | **Present Days** | **Absent Days** | **Leaves** | **Holidays** | **Remarks** |
| 1 | John Doe | EMP001 | Software Tester | 22 | 1 | 2 | 5 | - |
| 2 | Jane Smith | EMP002 | Developer | 20 | 2 | 3 | 5 | Medical Leave |
| 3 | Ravi Kumar | EMP003 | HR Executive | 21 | 0 | 4 | 5 | - |

Please let us know if any further information is required.

Thank you for your attention.

Sincerely,  
**Eluru Harinadh Babu**  
**Skill Hub Training – Domestic Data Entry Operator Course**  
**Contact: +91 7382570095**

**Email: harinadhbabueluru@gmail.com**