Text in inverted commas to be auto populated from software

Subject: Nomination(s) of officer(s) for the programme “ Name of the Programme” conducted at and coordinated by IiPM

Dear All,

Greetings from IiPM!

Following officer(s) under your controlling jurisdiction have been nominated for the programme “ Name of the Programme” scheduled to be conducted at IiPM from “ **“Programme Schedule”.**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. no | Name of the employee | Employee no | Designation |
| 1. | “ ” | “ ” | “ ” |
| 2. | “ ” | “ ” | “ ” |

**Kindly release them from their respective duties to attend the programme.**Program schedule is attached