



**MINISTRY OF LABOUR AND SMALL ENTERPRISE DEVELOPMENT
ON-THE-JOB TRAINING PROGRAMME**

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ASSUMPTION OF DUTY FORM

Date: _____

ATTENTION: _____
(Name of Placement Monitoring and Evaluation Officer at Regional Office)

(Please Tick Appropriately)

Central ☐

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RE: ASSUMPTION OF DUTY ON-THE-JOB-TRAINING

Please be informed that I, _____ have assumed my On-the-Job
Training duty at _____ (BLOCK LETTERS) located at _____
on _____ as an _____ for
the period _____ to _____

TRAINEE NAME: _____
(Please Print in Block Letters)

Signature of Trainee

Name of Authorized Personnel at Organization: _____

Signature of Authorized Personnel at Organization: _____

Organization Stamp:

.....
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Received by: _____ Signature: _____

Date: _____



Sample Assumption Of Duty Letter

Lingjun Ying



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