



**ROYAL CIVIL SERVICE COMMISSION  
ROYAL GOVERNMENT OF BHUTAN**

Chief HR Officer

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**Subject: Office Joining Letter upon Completion of Training (for STT and LTT)**

Sir/Madam,

As per the Letter of Award/STT Approval Letter No. ....dated  
....., the undersigned has successfully completed the training and hereby would like to  
report to the Agency for STT/RCSC for LTT on .....(DD) .....(MM).....(YYYY).

The following documents are attached herewith (Please tick):

- Training Report as per Form 9/5.
- Feedback Form as per Form 9/6.
- Evidence of successful completion of training:
  - For STT, Certificate if applicable; or
  - For LTT, Certificate/Consolidated transcript from the Institute and Thesis/Research copy with consent letter to share with relevant Agency (if research-based).

Thanking you

Yours faithfully

(Signature of candidate)

Name:

EID:

Position Title:

Agency: