

From

Place:

Date :

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.....

To

Through

**The Deputy General Manager**  
H.R.M./Staff Section (W)  
Canara Bank  
Circle Office

**The Senior Manager/Manager**  
Canara Bank

.....

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*Dear Sir,*

**Sub : Election of Branch Secretary**

This is to inform you that I have been elected as Branch Secretary of Canara Bank Employees' Union (Regd.) ..... Unit in the Branch Meeting held on .....

This is for your records,

Thanking you,

Yours faithfully

(  
Branch Secretary )

- Copy to:
1. The Secretary, State Committee - Tamilnadu  
Canara Bank Employees' Union,
  2. The General Secretary, Canara Bank Employees' Union  
Central Office, Chennai

