

[JOINING REPORT FORMAT]

Date: \_\_\_\_\_

To,  
The Principal,  
A. P. SHAH INSTITUTE OF TECHNOLOGY,  
Thane.

Subject: JOINING LETTER.

Sir,

In response to your appointment letter vide letter dated \_\_\_\_\_ in connection with the interviews held on \_\_\_\_\_, I would like to inform you that I have joined your institute today at \_\_\_\_\_ as an \_\_\_\_\_ in \_\_\_\_\_ department.

I thanks for providing me the opportunity to serve the institute. I will perform my duties sincerely, honestly and to the best of my abilities.

I therefore, request you to accept my Joining Letter.

Please accord and oblige.

Thanking you.

Yours faithfully,