

From,  
Name of the Candidate - \_\_\_\_\_  
Address - \_\_\_\_\_

To,  
The Chairperson,  
Name of the Management- \_\_\_\_\_  
Address - \_\_\_\_\_

Date: dd/mm/yyyy

**Subject: Joining Report**

**Ref: Appointment Order No. \_\_\_\_\_ dated dd/mm/yyyy**

Respected Sir/Madam,

With reference to your Order mentioned above, this is to inform you that I have joined as (Designation of the Post), Level \_\_\_ in your esteemed institution with effect from today, dd/mm/yyyy (BN).

Thanking you,

Yours Sincerely,

Signature and Name of the Candidate