

JOINING LETTER

[Your Full Name]
[Your Address]
[City, State, PIN Code]
[Your Email]
[Your Phone Number]

Date: [Date of Writing]

To,
[Recipient's Name]
[Designation]
[Company Name]
[Company Address]
[City, State, PIN Code]

Subject: Joining Letter for the Position of [Job Title]

Dear [Recipient's Name],

I am writing to confirm my acceptance of the position of [Job Title] at [Company Name], as offered in your letter dated [Offer Letter Date], reference number [Offer Letter Reference Number].

I am reporting for duty on [Joining Date] at your [Office Location] office. I have attached the documents listed below, as required for the onboarding process.

Please let me know if any further formalities need to be completed from my side. I am glad to be joining the team and look forward to contributing to the work ahead.

Enclosures:

1. [Document 1]
2. [Document 2]
3. [Document 3]

Yours sincerely,

[Signature]
[Your Full Name]
[Your Phone Number]