

JOINING LETTER

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

Date: _____

To,

The HR Manager

[Company Name]

[Company Address]

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

Dear Sir/Madam,

I am writing to formally confirm my joining with [Company Name] as [Job Title], as per the offer letter dated __/__/____. I am pleased to inform you that I am reporting for duty today, [Joining Date].

As per the instructions received, I am submitting the necessary documents including:

- Copies of educational certificates**
- Identity and address proof**
- Passport-sized photographs**
- Any other required documents**

I am grateful for the opportunity and look forward to contributing positively to the organization.

Thank you once again for this opportunity.

Sincerely,

[Signature]

[Your Full Name]

Enclosures:

- Copy of Offer Letter**
- Address/ID Proof**
- Educational Documents**
- PAN & Aadhaar (self-attested copies)**