

JOINING LETTER

TO
The Headmaster or MEO,

.....,

.....

Sir,

Sub: Joining Report.

Ref: Rc No. of the DEO,

I, (name and designation),

Here by join my duties w.e.f. (AN / FN) following my transfer from

..... (old school) to (new school)

In compliance with the orders contained in the reference cited above. I request you to accept my joining letter.

Thanking you,

Yours faithfully,