

Date: _____

The General Manager (HR and Administration)

India Post Payments Bank Limited

New Delhi

Sir/Madam

Reg: My appointment as _____ **in Scale** _____

In accordance with the instructions conveyed vide offer of appointment no. _____ dated _____ /letter dated _____ I hereby report for joining at IPPB today (date), _____. I may be allowed to join as _____ in Scale _____ in the bank.

I undertake to comply with all the joining formalities as per Bank rules.

Thanking you,

Place:

Yours faithfully

Signature: _____

Name: _____

Designation: _____