Date:  …………………...

To,

The Manager ( HR & Admin )

Dhaka CentreNIC IT Limited,

House #34 ( 8th Floor ),

Sonargaon Janapath Road,  
Sector 11, Uttara, Dhaka-1230.

**Subject: Joining Letter.**

Dear Sir,

I am pleased to accept your offer and I feel honour to inform you that I am joining the company from today as a/an (Designation)…………………………………………………….. in respect to your appointment letter dated ……………………….. , *Ref No. DCIT/HR-Admin/09/dec-20/jsp-10…* I understand and accept the terms & conditions of employment that you explained in your appointment letter.

I will feel more honoured if you would be kind enough to accept this joining letter and take necessary official procedures in this connection.

Your Sincerely,

………………………….

………………………….

***PARENTS INFORM LETTER***

I am …………………………………………………………………Voter ID No………………………………… My son/daughter ………………………………………………………………………………….is going to join your DCIT Ltd on(Date)………………………………… . I am informed .So I understand and accept the terms & conditions of employment that you explained in your appointment letter.

………………………………………..

Parents signature

**ATTACHMENTS**:1. Parents Voter ID card(Photo copy)

2. Educational Certificates (Photo copy)

3.Passportsize colour Photo