



# The Skytrails

*Onboard Your Dreams*

Date: \_\_\_\_\_

Head – Human Resources  
Skytrails Pvt. Ltd.

## **Joining Report**

Dear Ma'am,

I, \_\_\_\_\_, have joined Skytrails Pvt. Limited on  
\_\_\_\_\_ as \_\_\_\_\_.

As advised, I have submitted the following documents:

1. Copy of Educational Qualification ( Please verify) \_\_\_\_\_
2. Relieving Letter from the Last Employer
3. Passport Sized photographs (2 nos.)
4. Copy of Proof of Date of Birth (Please specify) \_\_\_\_\_
5. Copy of PAN Card (Mention Pan no.) \_\_\_\_\_
6. Copy of Proof of Address (Please specify) \_\_\_\_\_

I have a savings account number \_\_\_\_\_ with \_\_\_\_\_ Bank. Its  
IFSC code is \_\_\_\_\_. Mysalary and other reimbursements may please be credited  
accordingly.

Yours Sincerely,

Sign : \_\_\_\_\_

Name: \_\_\_\_\_

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### **FOR USE BY HR ONLY**

Pending Documents, if any : \_\_\_\_\_

Joining and On- boarding conducted on : \_\_\_\_\_

Remarks, if any : \_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Name of HR Personnel

\_\_\_\_\_

Date