

[JOINING REPORT]

Date: 20 December 2020

To  
The Director,  
Vrindya Gurukul College of Pharmacy  
Chunar BHEL, Mirzapur (U.P.)

Sub- Joining Intimation letter

Dear Sir/Madam,  
In reference to your offer letter NO: /223/ORG for the position, Senior Lecturer in your Institute I am immensely pleased to accept the offer and acknowledge the same. I sincerely thank you for believing in me and offering this position. I will discharge my duties with full of dedication and sincerity.

Kindly consider my joining on 25 December 2020 will be submitting all required document on my joining date. Should you require any further information I am avail to provide the same as early as possible.

With regards

Sig: Anuradha Singh  
Name: ANURADHA SINGH  
Date: 20/12/2020

Important tips:

- 1- If you have received an email offer without any attachment to the offer letter, you may not be required to send a letter of confirmation unless it is asked.
- 2- You are not required to write joining letter to if you are sending the same in the email confirmation.
- 3- Clearly mention the joining date and mention in advance if you have any issues with all your documents.