

Letter for Joining on Duty

Date/Place:

To
Recipient's Name
[Designation],
[Address],

Subject: An Intimation for Joining on Duty

Dear/Respected _____,

I'm writing in reference to your Appointment Letter No. _____ and date.

Subject Body [para 1]

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[para 2]

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Yours Faithfully/Sincerely,

[Your Name]

[Signature]

[Address]

Attached please find the enclosures.

1) --

2) --