Date: [DD Month YYYY]

The [HR Manager / Head of Department]
[Company Name]
[Address, City]

Subject: Joining Report — [Job Title], [Department]

Dear Sir / Madam,

With reference to your offer / appointment letter no. [Ref. No.] dated [Date], I am pleased to report that I have joined [Company Name] as [Job Title] in the [Department] department today, [Joining Date], [in the forenoon / afternoon] at your [office location] office.

I have read and accepted the terms and conditions of my appointment. I am attaching the documents requested: [copies of ID, educational certificates, experience / relieving letter, two photographs and bank account details].

Kindly accept my joining report and arrange my employee ID and system access. I look forward to working with the team and contributing to [Company Name].

Thank you.

Yours faithfully,

_____

[Your Full Name]
[Job Title]
[Mobile] • [Email]

FOR OFFICE USE (HR)

Joining report received on: _____ Employee ID issued: _____

Joining form, documents and photos received: [ ] Yes [ ] Pending

HR signature: _____ Date: _____