

To,

Date:

The Executive Engineer,
North Lakhimpur W.R. Division,
North Lakhimpur

Subject: Joining Letter

Ref No.:

Sir,

With due to respect, I would like to inform you that I am **(Your Name)** going to join your office as a **(Designation)** on (Join Date) at 10:00 AM.

Therefore, I kindly request you to accept my joining letter and consider me as having officially joined the post.

Yours faithfully,

Name:

Designation:

Phone No.: