



VIGNAN'S INSTITUTE OF ENGINEERING FOR WOMEN::VISAKHAPATNAM

Joining Report

Date:

To,
The Principal,
Vignan's Institute of Engineering for Women,
Visakhapatnam.

Subject: Joining Letter

Sir,

In response to your offer/appointment letter vide letter No.....

Dated , I would like to report myself on duty in the
forenoon/afternoon of

I thank for providing me the opportunity to serve the institute. I will perform my duties
sincerely, honestly and to the best of my abilities. I therefore, request you to accept my
Joining Letter.

Yours sincerely,

(Signature)

Name

Designation.....

Department.....

Date of Birth.....

Principal

For Office Use

Copy of joining report is forwarded the following for information & Necessary action.

- 1. Department*
- 2. Personal File through A.O*
- 3. Accountant*

Dean-Admin