

Name of Department :

Employee Joining Report on First/ Fresh Appointment

To,

Madam/ Sir,

**Sub: Joining Report on First/ Fresh Appointment – Shri/ Smt/ Km
_____ - regarding**

Pursuant to the appointment order no. _____ dated _____ issued by
_____, I hereby report myself on duty as _____
(Designation, Department, Office) (Designation)
in the forenoon/ afternoon of __.__.20__.

Date: **Signature** : _____

Name of the Employee : _____

Designation : _____

Signature of approving authority with stamp

