

**CMR INSTITUTE OF TECHNOLOGY**  
**An UGC Autonomous Institution**  
**Approved by AICTE, permanently affiliated to JNTUH Accredited by NBA, Accredited**  
**by NAAC with 'A' Grade. Kandlakoya (v), Hyderabad.**

To  
The Director  
CMR Institute of Technology  
Kandlakoya  
Medchal  
Telangana

**Sub: Intimation for joining the company**

Respected Sir,

I am \_\_\_\_\_ studying \_\_\_\_\_ year with  
Roll Number \_\_\_\_\_ in our college. I got selected in the Campus Drive for  
Company as \_\_\_\_\_. My joining date is scheduled on \_\_\_\_\_.

I kindly request you to consider and Support for academics. I promise you that I will  
Maintain 65% attendance during the course.

I thank you once again for providing me the placement opportunity through our campus.

Yours Sincerely

1. Signature of Placement Officer \_\_\_\_\_
2. Signature of Placement Coordinator \_\_\_\_\_
3. Signature of Mentor \_\_\_\_\_
4. Signature of Head of the Department \_\_\_\_\_
5. Signature of Director \_\_\_\_\_

