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