

Joining Letter For A Job Example #1

Date:

To

Address

Subject: Letter for Informing on Job Joining

Dear Sir/ Madam,

As per the Ref letter _____ for the posting of _____ in your organization is accepted by me. I am happily accepting your offer in your esteemed organization. I sincerely thank you for believing me and offering this position, I will do my duties full of dedication and sincerity.

I am going to join from _____ and please do accept that date as my joining date. All documents will be submitted on my joining date and would like to provide any other information on intimation.

Thanking you,

Yours Sincerely
