**JOINING REPORT ON NEW APPOINTMENT**

To

The Director

 IIPE, Visakhapatnam

Sir,

 With reference to IIPE Offer of Appointment Letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_ I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, report myself for duty in the forenoon / afternoon of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at IIPE.

 I thank you once again for providing me the opportunity to serve the Institute. I will perform my duties sincerely, honestly and to the best of my abilities.

 Yours sincerely,

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECEIPT FOR JOINING LETTER**

Received the joining report from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on his/her appointment for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ against IIPE offer of appointment vide letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Date of joining IIPE as per Joining Report: Forenoon/ Afternoon \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

**Copy to**: -

1. Estb. Section. Registrar
2. Concerned Faculty
3. HoD(s)