

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Joining Letter

We are pleased to confirm your appointment with [Company Name] for the position of [Job Title] in the [Department Name], effective [Start Date]. Your employment is subject to the terms and conditions outlined in your offer letter dated [Offer Letter Date]. Please report to [Location] at [Time] on your joining date.

You will be working under the supervision of [Supervisor's Name], [Supervisor's Title].

Additionally, please bring the necessary documents for verification as discussed in your previous correspondence.

We are excited to welcome you to our team and look forward to your contributions.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Company Logo (if applicable)]