Date: .....

To,

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.....

Subject: Joining report for the post of .....

Respected Sir / Madam,

With reference to your appointment letter ....., I, ..., hereby report for duty as ..... in the ..... department at ..... on ....., in the forenoon / afternoon.

I request you to kindly accept my joining report and place it on record.

Thanking you,
Yours sincerely,

.....

.....
Phone: .....
Email: .....