

JOINING LETTER

Recipient

Dear _____,

I would like to formally inform you that I humbly accept your offer for me to work as a _____ at _____.

The Employment Contract that I personally signed is effective on this date _____. It was a pleasure to be accepting this incredible opportunity to be part of your Company.

I would like to thank this organization kindly for the generous offer presented to me.

Kindly let me know if you need any further information.

Yours Truly,

Sender's Signature





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