

Joining Letter

From	:	
Address	:	
	:	
City & Pin	:	
Mobile No.	:	
E-Mail	:	
Date	:	___/___/2022



To
Registrar
Sardar Patel University
Vallabh Vidyanagar-388120

Subject : Joining Report for the Post of _____.

Sir/Madam,

With reference to your appointment order No.B/S/ _____
Dated : ___/___/202___, I am to state that I have accept above appointment order &
joined my duties as _____ in the P. G.
Department of _____ of Sardar Patel University, Vallabh
Vidyanagar on ___/___/202___ (B.O.H./A.O.H.) _____ a.m./p.m.

Yours faithfully,

Signature of the Applicant

Encl : (1) Copy of Appointment order. (2) Original relieving order of present Institute.

(For Department / Section Use Only)

Forwarded through Head of the Department/
Section with remarks & Seal

Dt.- ___/___/2022

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(For Office Use Only)

Establishment Section

Dt.- ___/___/2022

Submission :

For Perusal please.

Head Clerk

O.S.

Head
(Est. Section)

Registrar