From,

Name of the Candidate - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Principal,

Chowgule Education Society’s

Parvatibai Chowgule College of Arts

and Science, Autonomous, Margao Goa

Date: / /

***Subject: Joining Report***

Ref: Appointment / Offer Order No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated / / .

Respected Sir/Madam,

With reference to your Order /Offer mentioned above, this is to inform I am accepting the offer.

I ***have joined*** as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in Level \_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Basis, in your esteemed institution ***with effect from* today, i.e. / / (B.N./A.N.)**.

Thanking you,

Yours Sincerely,

Signature and Name of

the Candidate.