**To** Date:  
The manager,   
Company name,   
City name.

Sub: Joining intimation letter.

Dear Sir/Madam,

I am writing this letter in reference to my previous letter/email about my joining date at **[company name**] for the position of **[job title]**.

Hence my joining date is coming to closure, I would like to kindly intimate you about it, as I said in my job acceptance letter/email that I will be going to join the job on [date].

Thanking you.

Sincerely,   
Your name.   
Mobile no.