T**o Date:**  
The Manager,  
Company name,  
City name.

Sub: joining letter for the position of **[job title]**

Dear Sir/Madam,

In reference to your appointment letter dated **[date]** with vide ref no.\_\_\_\_\_\_\_\_\_\_\_\_\_, I am reporting to my job today on **[date]**. I also confirm my acceptance of all the terms and conditions stated in the appointment letter.

I, therefore, urge you to accept my joining report and I will be abiding by it.

Regards,   
your name.