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.