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

Sub: Joining letter.

Respected Sir/Madam,

In response to your appointment letter no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, dated **[date]**, I am joining my job today i.e. on **[date]** as a school teacher at **[school name]** .

I, therefore, request you to accept my joining report and oblige thereby.

Thanks for making me a part of your esteemed organization.

Sincerely,   
your name.