# Sample Joining Letter

Date: 28.01.2021

General Manager Human Resource Department Andhra Bank 30th Main, 6th Cross, Jayanagar Bangalore – 29

Subject: Joining Letter from Employer

Sir,

Concerning your appointment letter (letter no.) dated Jan 20th, 2021, I am happy to inform you that I want to join as a Clerk in your esteemed Bank admitting the terms and conditions specified in the appointment letter. I give the assurance that I shall correctly discharge my duties and responsibilities. I also promise you that I shall abide by all the rules and regulations of your organization.

I hope that you would be kind to grant me my joining letter.

Yours Faithfully, (Jeevan Kumar).

# **Job Joining Letter Sample**

**Hussin A.Rothana** 



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