

To

Through the proper channel

Sub: Joining Report

Sir/Madam,

With due respect, I, the undersigned wish to inform you that I intend to join _____
_____ School under _____ Circle as an assistant
teacher/HT on _____ at _____ a.m./p.m. as per transfer order issued by
_____ District Primary School Council Vide memo
no. _____ dated _____.

For your kind information, at first I had been appointed as an assistant teacher/HT
in _____ School under _____
Circle by _____ District Primary School Council vide memo
no. _____ dated _____.

Therefore, I shall be highly obliged if you kindly accept my joining report and attached
documents.

Thanking you,

Date:

Faithfully yours,

As per _____ DPSC vide memo no. _____
_____ dated _____,
_____ joined in _____ School on
_____ at _____ a.m./p.m. as an assistant teacher/HT.

School Seal

Signature of the HOI with Seal and date