

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 AT/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 in
_____ School under _____ Circle by
_____ District Primary School Council vide memo no.
_____ dated _____. All the relevant papers are
attached herewith this letter.

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

Thanking you,

Date:

Faithfully yours,

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

School Seal.

Sign of the HOI with Seal