

JOINING REPORT

Date: _____

From,

Name _____

Address _____

Through,

The Head, _____
NITK, Surathkal

To,

The Registrar,
NITK, Surathkal

Respected Sir/ Madam,

Sub: Joining to the post of _____

Ref.: Offer of Appointment No.: _____ dated

I _____ (Name), _____ (Application Number) join for
duty on _____ (Forenoon/ Afternoon) as _____ in
the Department/ School _____ at NITK, Surathkal against the Offer of
Appointment refereed above.

I have read and understood the terms and conditions mentioned in the above Offer of Appointment and
agree to abide by them and the Rules of the Institute.

I thank NITK, Surathkal for opporunity provided to me to work and improve my skills.

Yours faithfully,

Signature: _____
(with date)

Name: _____