

EMPLOYEE JOINING LETTER

Ref No.:

Date:

To,

Name:

Full

Address:.....
.....

Subject: Appointment and Joining Confirmation Letter

Dear,

We are pleased to inform you that you have been selected for the post ofat
the Head Office of

You are hereby requested to join on..... Your appointment will be governed by the
terms and conditions set forth by the Institute and the Foundation.

➤ **Terms of Appointment:**

- Designation:
- Department: DR. B.R. AMBEDKAR INSTITUTE OF COMPUTER SCIENCES
- Joining Date:
- Reporting Time:
- Salary: ₹per month with incentive.
- Working Hours: 11am to 6pm
- Place of Posting:

❖ **You are expected to carry the following documents on your joining day:**

- Photocopy of Aadhar Card
- 2 Passport Size Photographs
- Educational Certificates (Xerox)
- Experience Certificates (if any)

We welcome you to our team and hope that your association with us will be long, fruitful, and mutually
beneficial.

Warm regards,

NAME:

CENTRE DIRECTOR

ASC NAME:

Seal & Signature of the Authority