

Joining Report

Date: _____

The Director
IISER Berhampur
Transit Campus:
Govt. ITI, NH-59
Engineering School Road
Berhampur – 760010, Odisha

Sir,

With reference to your appointment letter No.
.....dated.....

I report myself on duty in the forenoon / afternoon of
.....

I thank you once again for providing me the opportunity to serve the Institute. I
will perform my duties sincerely, honestly and to the best of my abilities.

Yours sincerely,

(Signature)

Name:

Designation

Department

Date of birth

PF No.