**The Principal**

**Maitreyi College,**

**Chanakya Puri,**

**New Delhi – 110 021**

**JOINING REPORT**

**Dear Madam,**

This is with reference to your letter No. MT/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. All the terms and conditions given in the above-mentioned letter are acceptable to me and I hereby report for duty as Assistant Professor, on ad hoc basis, in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_of this college with effect from the forenoon of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanking you,

Yours faithfully,

(Signature)

Full Name in Block Letters:

Address

Telephone No.:

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