

FORMAT – 13: JOINING REPORT

From

Date: _____

Name:
Reg. No:
Programme: B.A /B.Sc /B.Com/B.Voc
Course:
SVCR Govt. Degree College
Palamaner, Chittoor Dist. A.P
PIN-517408

Sub: Joining report for Internship in your _____

Respected Sir/ Madam

With reference to your letter no _____ **/ Email**

Dated, **I like to report my joining for Internship in your** _____
with effect from today, the ____/____/202__.

I shall, therefore, pray for acceptance of my joining as such.

Yours faithfully,

Copy

Submitted to the Head DIFC, B.A/B.Com / B.Sc/ B.Voc
Submitted to the Industry Supervisor/HR

For Office Use Only

ACKNOWLEDGEMENT

I, hereby acknowledge the internee joining duty on _____(date) _____(time).

Signature of Industry Supervisor/HR
(with seal)