

To
The Principal
Marri Laxman Reddy Institute of
Technology and Management
Dundigal
Hyderabad - 500 043

Sir,

Sub: Joining Report - Regarding.

Ref: Appointment order No. _____ dated _____

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With reference to the above cited, I _____
appointed as _____ in the _____
department. I am pleased to accept the same and join for duties with effect
from _____.

I have read and understood the conduct rules and service regulations of the institute, as circulated, and I agree to abide by the same. I will be reporting to the Head of the Department and the principal. In addition to my regular academic duties, I shall also sincerely perform duties entrusted to me by the HOD and the Principal from time to time, to the best of my ability.

I once again thank the institute for providing me this opportunity to serve. I shall leave no stone unturned to prove worthy of the confidence reposed by Marri Laxman Reddy Institute of Technology and Management on me.

I understand that I cannot leave my post during the midst of any academic semester and that I would normally be relieved only after the end of examinations of a particular semester or after serving 3 months notice (whichever is less). I am herewith submitting original certificates concerning my qualifications and experience for verification by the competent authority.

Thanking You.

Date :

Place :

SIGNATURE

Name:

Address:

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Phone Number:

Copy to:

1. Personal file
2. AAO Establishment Section.
3. HOD