Joining letter format

Editable sample letter: replace the details with your own records before signing

Date: [Issue date]
From: [Employee Name]
To: The people team, [Company]
Subject: Joining report
Dear team,
I confirm that I reported for work today, [Date], as Software Engineer at the Bengaluru office. I am reporting to the engineering manager named in the offer dated [Date].
This letter is my confirmation of arrival. It is not the offer, not the appointment letter, and not a request to open payroll. Please acknowledge receipt.
Yours sincerely,
[Employee Name]