India joining letter format

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

Date: [Issue date]
From: [Employee Name]
Employee code: [Employee ID]
To: People team, [Company], Bengaluru
Subject: Joining report, Bengaluru office
Dear team,
I reported for work on [Date] as Software Engineer at your Bengaluru office. I have handed copies of the certificates your checklist named. I have not been given an employee code yet. Please use this letter as the joining report and allot the code on the appointment or the first payslip.
This note does not open a provident-fund account and does not replace the appointment letter.
Yours sincerely,
[Employee Name]