Qatar joining letter format

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

Date: [Issue date]
From: [Employee Name]
Qatar ID (QID): blank until the card is issued
To: The warehouse supervisor, [Company], Doha
Subject: Joining report
Dear supervisor,
I reported for work today, [Date], as Storekeeper at the Doha warehouse. This matches the joining date in the offer reference REF/2026/___. I do not yet have a Qatar ID card, so I have left that line blank rather than guessing a number.
Please acknowledge this report. It does not prove that a work visa or a residence permit is active, and it is not the employment contract.
Yours sincerely,
[Employee Name]