

## ACCEPTANCE LETTER

(to be given after receipt of formal offer of appointment)

To:

HR Officer

Pipelines Division

\_\_\_\_\_ (Name of Region)

### Subject: Acceptance of offer of appointment

I hereby accept terms and conditions of my selection for the post of \_\_\_\_\_ with Indian Oil Corporation Ltd (Pipelines Division) as stated in the Letter No \_\_\_\_\_ dated \_\_\_\_\_, and will be reporting for the same on \_\_\_\_\_ at the specified location.

I further confirm that:

1. I will abide by the rules and regulations of the Corporation and will regulate my conduct in accordance with the Certified Standing Orders applicable to me.
2. I will diligently and faithfully carry out instructions given to me by my superiors during my training period to the best of my skill and ability.
3. I will be faithful and loyal to the Corporation and would ensure that my conduct would not in any way prejudice the interest of the Corporation.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Address: \_\_\_\_\_

Mob No. \_\_\_\_\_

E-mail : \_\_\_\_\_

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