### horizontal line**Joining Report for Employee**

**[Company Name]  
Joining Report**

**Date:** [Date of Joining]

**To,**[HR Manager’s Name]  
[HR Department]  
[Company Name]  
[Company Address]

**Subject:** Joining Report of [Employee’s Full Name]

**Dear [HR Manager’s Name],**

I am writing to formally report that I, [Employee’s Full Name], have joined [Company Name] in the role of [Designation] in the [Department] as of [Date of Joining]. Following the recruitment and orientation processes, I have been thoroughly briefed on my responsibilities and am eager to start contributing to the team.

I am grateful for this opportunity to be a part of an organization as esteemed as [Company Name]. I am committed to applying my skills and experience to achieve the team’s objectives and uphold the company's values. I look forward to aligning my efforts with the organization’s goals, collaborating with my colleagues, and making a meaningful impact in my new role.

Please consider this letter as an official record of my joining. Should there be any further formalities to complete, do let me know, and I will ensure they are promptly addressed.

**Thank you once again for this opportunity.**

**Yours sincerely,**

[Employee’s Full Name]  
[Designation]  
[Employee ID]  
[Contact Number]  
[Email Address]