**Annexure – 11**

**joining letter**

Dated:

From:

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To

The Principal Investigator/Coordinator

Title of the Project /Scheme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Institute / Faculty of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banaras Hindu University

Varanasi – 221 005

**Subject: Joining report for the post of \_\_\_\_\_\_\_\_\_\_\_\_ under the project P-**

Respected Sir,

Thank you very much for your letter No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_ regarding appointment as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under the Project entitled “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ”(P- ).

I accept all the terms and conditions mentioned in the appointment letter and hereby report on duty w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_(F.N./A.N.) and request you to do the needful as per University rules.

Thanking you,

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_