

Formal Joining Instructions

Subject: Joining Date Confirmation and Instructions

Dear [Employee Name],

We are pleased to confirm your joining date as [Joining Date] for the position of [Job Title]. Kindly report to [Office/Location] at [Time] on your first day.

Please bring the following documents:

- Government-issued ID
- Educational certificates
- Signed copy of employment contract

We look forward to your joining.

Sincerely,

[HR Manager Name]

[Company Name]

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