

# Joining Letter Format

Here is the Joining Letter format:

Date: \_\_\_\_\_

To,  
[Name of Addressee]  
[Designation of Addressee]  
[Name of Company]

Subject: Joining Letter

Salutation,

Body

Sincerely,

[Sender's Signature]  
[Sender's name]  
[Sender's contact details]

Please find the documents attached here:

1. [Title of Document 1]
2. [Title of Document 2]
3. [Title of Document 3]