



# JOINING LETTER

## Recipient

---

Dear \_\_\_\_\_,

I would like to formally inform you that I humbly accept your offer for me to work as a \_\_\_\_\_ at \_\_\_\_\_.

The Employment Contract that I personally signed is effective on this date \_\_\_\_\_. It was a pleasure to be accepting this incredible opportunity to be part of your Company.

I would like to thank this organization kindly for the generous offer presented to me.

Kindly let me know if you need any further information.

Yours Truly,

## Sender's Signature

---



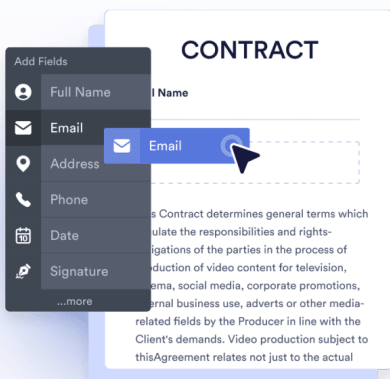


Thanks for using **Joining Letter!** To edit this PDF with **Jotform Sign**, sign up for a free Jotform account today.

[EDIT PDF](#)

## Learn More About Jotform PDF Products

Jotform offers powerful PDF solutions. Check them out below.



### JOTFORM PDF EDITOR

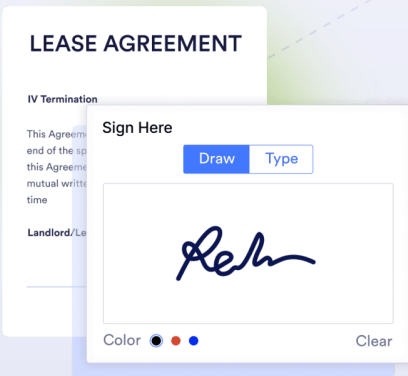
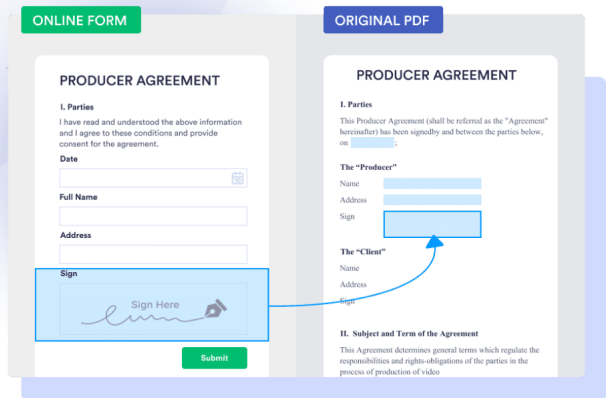
Turn form submissions into PDFs automatically — ready to download or save for your records.

[Go to PDF Editor >](#)

### SMART PDF FORMS

Convert your PDF files into online forms that are easy to fill out on any device.

[Go to Smart PDF Forms >](#)



### JOTFORM SIGN

Collect e-signatures with Jotform Sign to automate your signing process.

[Go to Jotform Sign >](#)

*These templates are suggested forms only. If you're using a form as a contract, or to gather personal (or personal health) info, or for some other purpose with legal implications, we recommend that you do your homework to ensure you are complying with applicable laws and that you consult an attorney before relying on any particular form.*