

Template from www.lineupx.com/hr-letters/joining-letter-format. Replace every highlighted [field], keep the version you need and delete the rest. This is a template, not legal advice: check the final wording against your company policy and with your HR or legal adviser.

Version 1: Joining letter from the employer. Use this after the candidate accepts the offer, to confirm the first day, the place, the person to meet and what to bring.

[Company name]

[Company address for letterhead]

Ref: [Reference number]

Date: [Date of the letter]

Dear [New hire's full name],

Subject: Joining details for [Designation]

We are glad to welcome you to [Company name]. This letter confirms the arrangements for your first day. Your pay, probation and other terms are set out in your offer letter dated [date of offer letter] and in your appointment letter, which we issue on or before your joining date, and nothing in this letter changes them.

Joining date: [Joining date]

Reporting time: [Reporting time]

Work mode: [Work mode on day one]

Reporting venue or online joining link: [full reporting address or joining link]

Please report to: [Reporting manager]

Please bring the following:

1. Photo identity proof and address proof (originals for verification, plus one set of copies)
2. Educational certificates and mark sheets (originals, plus one set of copies)
3. The relieving letter from your last employer, if you have worked before
4. Passport-size photographs and the bank details your HR team asks for

On your first day, HR will guide you through the scheduled onboarding steps and explain the arrangements for your ID card and system access.

Please confirm that you will join on this date by replying to [HR contact email], or by signing and returning a copy of this letter. If anything prevents you from joining on this date, tell us in writing as early as you can.

Yours sincerely,

[Signatory's name]

[Signatory's title]

[Company name]

Acknowledged by the employee: _____ Date: _____

Version 2: Joining letter for freshers and campus hires. Use this for freshers joining as a batch, where the offer already lists document conditions and the first day starts with an induction.

[Company name]

[Company address for letterhead]

Ref: [Reference number]

Date: [Date of the letter]

Dear [New hire's full name],

Subject: Joining instructions for campus hires, [Designation]

Congratulations on your selection from [College or institute (campus hires)] for the post of [Designation]. We look forward to welcoming you to our new batch. Your terms are in your offer letter dated [date of offer letter]; this letter covers only the arrangements for joining.

Joining date: [Joining date]

Reporting time: [Reporting time]

Work mode: [Work mode on day one]

Reporting venue or online joining link: [full reporting address or joining link]

Your reporting manager: [Reporting manager]

Questions before joining: [HR contact email]

Please complete the joining requirements already stated in your accepted offer:

1. [List the qualification documents and submission dates specified in the offer.]
2. [List any verification condition specified in the offer, or delete this item.]

If a document is pending, contact [HR contact email] before joining so that we can confirm the next step in writing.

Documents to bring: photo identity proof, address proof, Class X and XII certificates, degree or provisional certificate (B.Tech, BCA, BCom, MBA or equivalent), semester mark sheets, passport-size photographs and the bank details your HR team asks for. Bring originals for verification, plus one set of copies.

The first [week/fortnight] is an induction programme for the whole batch. We will share the schedule on the first day.

If your university examinations or results make it difficult to join on this date, write to us before [date] so that we can discuss the next step.

Yours sincerely,

[Signatory's name]

[Signatory's title]

[Company name]

Version 3: Revised joining date letter. Use this when a candidate asks for more time, or you need to move the date, and you want the new date on record.

[Company name]

[Company address for letterhead]

Ref: [Reference number]

Date: [Date of the letter]

Dear [New hire's full name],

Subject: Revised joining date for [Designation]

[Thank you for your request to change your joining date./We need to move your joining date.] Please review the proposed revised arrangements below and confirm your agreement in writing.

Earlier joining date: [earlier joining date]

Revised joining date: [Joining date]

Reporting time: [Reporting time]

Work mode: [Work mode on day one]

Reporting venue or online joining link: [full reporting address or joining link]

All other details in your offer letter and in our earlier joining letter, Ref. [earlier reference number], stay the same. [This is the only change we can accept./We apologise for the change and thank you for your understanding.]

Please send your confirmation to [HR contact email] before [date]. If you cannot join on the revised date, tell us in writing by then, and we will decide the next step in line with company policy.

Yours sincerely,

[Signatory's name]

[Signatory's title]

[Company name]

Version 4: Joining report signed by the new hire. Use this when your policy asks each new hire to hand in a signed joining report on day one, which HR countersigns as the record of the actual joining date.

To
The Head of Human Resources

[Company name]

[Company address for letterhead]

Date: [Joining date]

Dear [name of HR head],

Subject: Joining report

With reference to my [offer letter/appointment letter] dated [date of the letter], I, [New hire's full name], report for duty today, [Joining date], [in the forenoon/in the afternoon, if your organisation records it], as [Designation] at [Company name].

I have read and accepted the terms of that letter. The documents submitted and any pending documents are listed below. I will report to [Reporting manager]. [I confirm that I am not engaged in any other employment.]

Employee ID: [employee ID]

Documents submitted with this report: [list of documents]

Pending documents and agreed submission dates: [list, or write 'None']

Yours sincerely,

[New hire's full name]

Signature: _____

For HR use

Received by (name and signature): _____

Date and time received: _____

Joining date recorded in the HR and payroll records: _____