From,

(Name of Candidate)

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

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

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

To,

The Dean (Research & Consultancy)

NIT Raipur (C.G.)

Sub: Joining letter for (JRF/SRF/RA) Position in the (Department Name).

Respected Sir/Madam,

I (Candidate Name) selected for the Award of (JRF/SRF/RA) in the (Funding Agency Name) sponsored project entitled (“Project Title”) in the department of (Name of the dept.) under the (PI Name); I got the award letter and have read all the terms & condition and I agree with that. Thus from (Date) forenoon/ afternoon I am Joining for this position.

Kindly consider my Joining.

Thanks

(Signature)

You’re sincerely

Candidate Name

Designation

Mail ID

Mo.No.

PI Recommendation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean (R&C)