

Joining Letter Confirmation (For Transferred Employees)

HRD/FRM - 046

Effective Date: 22-09-12

Date: _____

Name: _____ Emp. No. _____

Designation: _____

Transferred From: (Place Name) _____ Joining At: (Place Name) _____

Date of Leaving (Pervious Location): _____ Date of Joining (New Location): _____

Transferred Employee Signature: _____

Immidiata Manager:

_____ Name: _____

_____ Position: _____

_____ Signature: _____

HR Department:

_____ Name: _____

_____ Position: _____

_____ Signature: _____

General Manager

Signature: _____