

From : \_\_\_\_\_

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

The Registrar  
UM -DAE CEBS  
University of Mumbai  
Kalina Campus  
Mumbai -400 098

**Sub: JOINING REPORT ON APPOINTMENT**

Dear Sir,

With reference to your letter No. UM-DAE CEBS/\_\_\_\_\_dated  
\_\_\_\_\_appointing me as \_\_\_\_\_ in the Centre, I  
hereby confirm that I have accepted the offer under the term and conditions mentioned in the  
letter and joining duty from today, i.e. on \_\_\_\_\_ forenoon.

I was holding the post / position of \_\_\_\_\_  
in \_\_\_\_\_. I have resigned from the post and the  
relieving letter is enclosed.

Thank you,

Yours faithfully,

( \_\_\_\_\_ )