

____ / ____ 202_

To

The Director
DrRMLIMS
Lucknow

Subject: Joining at Promoted Post

Reference: Director Office Order No. _____, dated: _____.

Respected Sir/Madam,

Reference above, I hereby, present myself for joining at the Post of _____

_____ from today _____ / _____ / 202_ (Forenoon/Afternoon). This

joining may please be treated from __/__/202_ as per terms of the captioned order.

Thanks very much.

Sincerely yours

Signature: _____

Name: _____

Promoted Post: _____

Dept. of _____

Recommended & Forwarded

Head of the Department
(seal)