

Subject: Intimation for accepting/not accepting the offer of appointment

With reference to your appointment letter No_____dated_____, I hereby inform that

(*Tick Option 1or 2 as appropriate)

1) I am willing to join as_____ in your Organization on the F/N / A/N of _____and I accept all the terms and conditions of the offer of appointment. I assure you that I will use my professional experience and skills to the benefits of the Organization. ☐

2) I will not be able to join your Organization. ☐

Signature: _____

Date:

Name: _____

Cc:

1. President's Secretariat
2. Establishment
3. Academic
4. Accounts/Schemes
5. Purchase/Stores
6. Library
7. Estate Office
8. Security (Identity card)
9. Dining Hall
10. Hostel Office
11. Complab
12. Unit Secretary