

Date:

From

To

The Registrar  
Kalasalingam Academy of Research and Education  
Anand Nagar, Krishnankoil: 626 126.

Respected Sir,

**Sub:** Appointment of \_\_\_\_\_ in the  
Department of \_\_\_\_\_ joining report  
Submitted – reg.

**Ref:** Your selection intimation letter/mail dated \_\_\_\_\_  
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With reference to your letter, I hereby report for duty as  
\_\_\_\_\_ in the Department of  
\_\_\_\_\_ from \_\_\_\_\_ F.N.

Thanking you,

Yours sincerely,

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Forwarded to Director (R&D)

Forwarded to Registrar

**DRC Chairman**

**Director (R&D)**