

To
The Principal
Institute of Aeronautical Engineering
Dundigal
Hyderabad - 500 043

Sir,

Sub: Joining Report - Regarding.

Ref: Appointment order No. _____ dated _____

* * * * *

With reference to the above cited, I _____
appointed as _____ in the _____
department. I am pleased to accept the same and join for duties with effect
from _____.

I have read and understood the conduct rules and service regulations of the institute, as
circulated, and I agree to abide by the same. I will be reporting to the Head of the Department
and the principal. In addition to my regular academic duties, I shall also sincerely perform
duties entrusted to me by the HOD and the Principal from time to time, to the best of my
ability.

I once again thank the institute for providing me this opportunity to serve. I shall leave no stone
unturned to prove worthy of the confidence reposed by Institute of Aeronautical Engineering on
me.

I understand that I cannot leave my post during the midst of any academic semester and that
I would normally be relieved only after the end of examinations of a particular semester or after
serving 3 months notice (whichever is less). I am herewith submitting original certificates
concerning my qualifications and experience for verification and safe custody of the institute.

Thanking You.

Date :

Place :

SIGNATURE

Name:

Address:

.....

.....

.....

Phone Number:

Copy to:

1. Personal file
2. AAO Establishment Section.
3. HOD