Date: 1 July 2026

To,
Ms. Anita Desai
HR Manager
Northwind Solutions Pvt. Ltd.
4th Floor, Prestige Tower, MG Road, Bengaluru 560001

Subject: Joining report for the post of Senior Accountant

Dear Ms. Anita Desai,

With reference to your appointment letter number NWS/HR/2026/118, I am pleased to report that I have joined Northwind Solutions Pvt. Ltd. as Senior Accountant in the Finance department today, 1 July 2026.

I thank you for this opportunity and assure you that I will work with honesty and dedication. I have submitted copies of my educational certificates, identity proof, address proof and previous employment documents to the HR department, along with my bank account details for salary.

Kindly accept my joining and let me know if any other document or formality is pending.

Yours sincerely,

Rahul Sharma
Senior Accountant
+91 98450 12345
Flat 12, Lakeview Apartments, Indiranagar, Bengaluru 560038