

JOINING REPORT FORM

To,
STAR HRSG,

Date: _____

Dear Sir,

With reference to your appointment letter no. _____ dated
_____, it is a pleasure to inform you that I, Mr./Mrs./Ms.
_____(Employee Name) S/O, D/O, W/O
_____ have reported to your Client; Huawei
Technologies Pakistan on _____ (Date of Joining) at
_____ am / pm.

Designation: _____ Department _____

Location: _____ Contact No (s): _____

JOINING REPORT VERIFICATION

I hereby confirm that the date of joining as mentioned in the “Service Joining Report” is correct.

Name of Manager/Supervisor (Client): _____

Designation: _____ Department: _____

Employee Signature

Supervisor’s Signature & ID

(NOTE: This is important to STAR HRSG, for the processing of salary)