

ROLL NO.....

To,  
The Chairman  
Madhya Bihar Gramin Bank  
Head Office, Sh Vishnu Commercial Complex,  
New Bypass, NH-30, Ashochak  
Patna – 800016

**Reg: Joining duty as .....**

With reference to Bank's offer letter dated ..... and subsequent my acceptance to the terms and conditions as contained therein, I \_\_\_\_\_ hereby report to the Bank on today \_\_\_\_\_ at 10:00 AM for joining duty.

As per Bank's requirement I am submitting necessary certificates/documents as envisaged as in the above said Bank's offer letter.

I further declare that I am not engaged in any other employment, business, profession or vocation as on date of joining the service of this Bank.

I, therefore, request you to kindly allow me to join the Bank.

**My specimen signature:**

<b>English</b>	
<b>Hindi</b>	

Yours faithfully,

(Signature)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name : \_\_\_\_\_

Contact no.: \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_