

Dear Sir,
I am pleased to inform you that your application for the position of _____ has been considered and you have been selected for the same. The details of the appointment are as follows:
1. Position: _____
2. Grade: _____
3. Salary: _____
4. Conditions of Service: _____
5. Date of Joining: _____
6. Reporting Authority: _____
7. Office: _____
8. Address: _____
9. Contact No: _____
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11. Website: _____
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Yours faithfully,

[Signature]

APPROVED: _____ DATE: _____
Chancellor/Principal/Vost's Office