

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: \_\_\_\_\_  
10. E-mail: \_\_\_\_\_  
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Yours faithfully,  
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*[Signature]*  
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PROVOST'S OFFICE

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Chancellor/Provost's Office