

## JOINING REPORT

The Training & Placement Officer  
Swami Parmanand College Of Engineering & Technology  
Vill. Jaulan Kalan, LALRU  
Teh. Dera Bassi, Distt. Mohali  
PUNJAB

Sub: Joining Report  
Sir/Madam,

I, \_\_\_\_\_ College Roll No. \_\_\_\_\_ of \_\_\_\_\_  
(Name of Student)  
\_\_\_\_\_ have reported for individual Training on \_\_\_\_\_  
(Stream)  
At the work of M/s. \_\_\_\_\_

For Training program allotted to me for the duration of 6 Months.

Thanking You

Yours Faithfully

Name of the Student \_\_\_\_\_  
College Roll No. \_\_\_\_\_  
Stream \_\_\_\_\_

(Below this line to be filled by company official)

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Dear Madam/Sir,

Mr. \_\_\_\_\_ College Roll No. \_\_\_\_\_  
Of \_\_\_\_\_ have reported of Industrial Training on \_\_\_\_\_  
At the work of M/s. \_\_\_\_\_ for Training  
Program allotted to him/her for the duration of 6 months.  
Name of the Officer \_\_\_\_\_  
Designation of Officer \_\_\_\_\_ Seal & Signature  
Address of Company/Organization \_\_\_\_\_ of the Officer

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Tel. No. \_\_\_\_\_ In charge

Fax No. \_\_\_\_\_ Training

Place & Date \_\_\_\_\_

