

Date:15/06/2020

To: Md Ariful Islam

Current Title: Store Keeper

Department: Supply Chain & Admin Operation.

Subject: Promotion to Store Manager.

Dear Md Ariful Islam,

We are pleased to inform you that you are being promoted to the position of **Store Manager**, effective 01/07/2020.

This promotion recognizes your outstanding performance, dedication, and the high level of accuracy you have maintained in inventory control over the past 4 years and 5 months. In particular, we have been impressed with your ability to store keeper management.

In your new role as Store Manager, your responsibilities will include:

- Overseeing all daily store operations and staff management.
- Managing inventory, procurement, and supply chain processes.
- Developing strategies to improve stock turnover and accuracy.
- Ensuring compliance with health, safety, and security regulations.

Your new annual salary and benefits will be Given as per Company Policy.

We are confident that you will excel in this new position and continue to be a valuable asset to office. Congratulations on your well-deserved promotion!

Sincerely,

Pronay Serao

Admin Manager

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Dana Group, Bangladesh



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