Ref No. Dated:

Employee name: Asaduzzaman

Department: Admin

Designation: Manager

Email: [asad121@gmail.com](mailto:asad121@gmail.com)

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Mrs. Asaduzzaman

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Sincerely Yours

Sagor Jahan

Admin (HR)

Ref No. Dated:

Employee name: Arif Ahmed

Department: Admin

Designation: Asst. Manager

Email: arifshuvo@gmail.com

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Mrs. Arif Ahmed

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Sincerely Yours

Sagor Jahan

Admin (HR)

Ref No. Dated:

Employee name: Kamal Ahmed

Department: Sales

Designation: Officer

Email: [kamalahmed@yahoo.com](mailto:kamalahmed@yahoo.com)

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Mrs. Kamal Ahmed

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Sincerely Yours

Sagor Jahan

Admin (HR)

Ref No. Dated:

Employee name: Rebeca Sultana

Department: IT

Designation: Executive

Email: rebeca@gmail.com

Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mr./Mrs. Rebeca Sultana

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Sincerely Yours

Sagor Jahan

Admin (HR)