

## KS Marble Factory

October 22, 2024

Ms. Ayesha Malik  
Senior Operations Manager  
KS Marble Factory  
Islamabad, Pakistan

### **Subject: Congratulations on Your Well-Deserved Promotion**

Dear Ayesha,

As the Director of KS Marble Factory, it gives me great pleasure to extend my heartfelt congratulations on your promotion to **Senior Operations Manager**.

Your journey with us over the past eight years has been nothing short of remarkable. Starting as a Quality Control Analyst in 2016, you have consistently demonstrated exceptional skill, dedication, and leadership. Your innovative strategies in streamlining our production processes have significantly increased efficiency and reduced costs by 25%.

Your contributions have been instrumental in our company's growth, particularly your role in securing major contracts with international clients. Your commitment to maintaining the highest quality standards has greatly enhanced our reputation in the global market.

What has particularly impressed us is your ability to lead and motivate your team. Your mentorship has not only improved team performance but also fostered a culture of continuous improvement within the company.

In recognition of your outstanding achievements, we are pleased to offer you a **15% salary increase** along with additional benefits, including a company car and an expanded health insurance plan. We are confident that your new role will allow you to make even greater contributions to KS Marble Factory.

Thank you for your exceptional work and dedication. We are excited about your future with us and look forward to your continued success.

Sincerely,

Kashif Khan  
Director  
KS Marble Factory