

Uttara Sector 12,Dhaka.

Dhaka

rianislamrian@gmail.com

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Date: November 2, 2024

Tamanna Akhter

Manager (HR & Admin)

DG Infotech Ltd.

Rangs FC Enclave (4th Floor), Plot-6/A, Road – 32, Gulshan Avenue

Dhaka-1212, Bangladesh

Dear Ms. Akhter,

I am writing to formally accept the offer to join DG Infotech Ltd. as a Back-end Developer (Intern). I am delighted to be part of your esteemed organization and am eager to contribute to the team's success.

I confirm that I will report to the office on Saturday, November 2, 2024, at 9:00 am, as per the details provided in the offer letter. Additionally, I will bring the necessary documents and materials, including:

Two copies of my National ID for HR department records and bank accounts.

Copies of all my academic certificates and transcripts.

Photocopies of relevant training or certification documents.

Five copies of passport-size photographs.

The required documents for bank account setup, including a copy of my nominee's photo and NID card with signatures, a TIN ID card copy, and a tax return copy (if available).

My last organization's release letter and salary certificate.

My personal laptop for initial use.

I appreciate this opportunity and look forward to starting my journey at DG Infotech Ltd. If any further information or assistance is required before my joining date, please feel free to reach me at +8801794193425 or rianislamrian@gmail.com .

Thank you once again for this wonderful opportunity.

Sincerely,

Rian Islam

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+8801794193425

Linkedin: [linkedin.com/in/mdrianislam0or1](https://www.linkedin.com/in/mdrianislam0or1)

GitHub: [github.com/mdrianislam0or1](https://github.com/mdrianislam0or1)

Portfolio: <https://rianislam-rian.vercel.app/>