

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to formally confirm that [Employee's Name] was employed with [Company Name] as a Store Keeper from [Start Date] to [End Date]. During this period, [he/she/they] was responsible for the following duties:

- Managing inventory, including receiving, storing, and issuing goods.
- Conducting regular stock checks and maintaining accurate inventory records.
- Ensuring the store is organized and well-maintained.
- Collaborating with suppliers and vendors to place orders.
- Assisting in the training of new staff members.

[Employee's Name] demonstrated excellent organizational skills, attention to detail, and a strong work ethic throughout [his/her/their] time with us. [He/She/They] contributed positively to our team and consistently met the expectations of the role.

We wish [Employee's Name] all the best in [his/her/their] future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]