

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name] was employed as a Store Keeper at [Company Name] from [Start Date] to [End Date]. During their tenure, they demonstrated exceptional skills in inventory management, organization, and customer service.

[Employee's Name] was responsible for:

- Maintaining accurate inventory records and performing regular stock checks.
- Receiving and inspecting deliveries to ensure quality and quantity.
- Organizing the storage and display of products for easy accessibility.
- Collaborating with team members to ensure a smooth operational workflow.

[Employee's Name]'s attention to detail and commitment to maintaining a well-organized store contributed significantly to our operational efficiency. They are a reliable and dedicated individual, always willing to go the extra mile for the team and our customers.

We wish [Employee's Name] the best in their future endeavors and can confidently recommend them for any position they pursue.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]