Khulna Shipyard Limited (KSY)
Bangladesh Navy
Khulna-9201, Bangladesh
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03 December 2020

LETTER OF APPRECIATION

1. I would like to extend my heartfelt appreciation for the amazing efforts given by **Md. Mujib Alam, Executive Engineer (Mechanical)** as the **Project officer** for Repair & Renew of ships/crafts (Over 100 in No. Ships/Crafts) of Bangladesh Navy and Coast Guard. The numerous hours spent by you working on those projects and the professionalism portrayed by you have impressed the management immensely. Particularly your project planning, proactive mentality, team management and timely problem solving ability in the following events are mentionworthy:

a. Starting the vessels works just after 15 days from the date of signing the contract.
b. Finalizing detailed technical requirement, placing orders for ships machinery, fittings, items and confirming timely arrival of all materials at KSY without hampering production works.
c. Solved various problems of project by managing BN, BCG and suppliers by avoiding rework/ loss on the part of KSY.
d. Ensured additional profit for KSY, which was initiated, planned and managed by your ownself.
e. Timely project completion & successful delivery of more than 100 in No. ships/crafts within short time.
f. Successful test-trial of ships BN and BCG.

2. We have followed the projects very keenly as their success is important to us. We believe that your diligence, self-motivation and focus on these projects would be a source of inspiration and motivation for other officers and workers of KSY. We have found that your whole hearted dedication to the job was beyond the scope of your regular duty.

3. Please accept my sincerest gratitude for your remarkable contribution to the above stated projects and wish that you would keep the same up in the future also.

4. One copy of this appreciation letter will be preserved in your personal file for future reference.

M S KARIM
Commodore BN
Managing Director

To:

Md. Mujib Alam
Executive Engineer (Mechanical)
Design and Planning
Personnel No: 595
Khulna Shipyard Ltd
Bangladesh Navy
Khulna.