

Cover Letter

Date: 26 August 2026

To
The Hiring Manager
Delmas Apparels

Subject: Application for Officer – Human Resource & Compliance

Dear Sir/Madam,

I am writing to apply for the position of Officer – Human Resource & Compliance at Delmas Apparels. I hold a Bachelor of Social Science (Economics) from National University and have completed professional training in Social & Environmental Compliance under BKMEA, along with training in Payroll Management.

My training has given me practical knowledge of workplace compliance, labour rights, worker welfare, health and safety, documentation, and professional communication. I am also comfortable with Microsoft Word, Excel, PowerPoint, email communication, data entry, and administrative documentation.

I am a responsible, quick-learning and adaptable professional, and I would welcome the opportunity to contribute to your HR and compliance functions while developing my practical experience.

Thank you for considering my application. I would be grateful for the opportunity to attend an interview.

Sincerely,

Mohua Chakraborty

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