1. Resignation Email

To,

The Managing Director,

XYZ Company

A/127, vatva GIDC,

ahmedabad-23

Dear Sir,

I would like to inform you about my resignation from my current role of management head from XYZ in order to pursue an opportunity outside.

This was not a very easy decision for me and after having a deep thought over it for quite some time, now i decided that it would probably be a good move for me to pursue for my career growth.

I would like to put my last working day as 30 DEC,24 and would request you to please relieve me from my duties by date 30 DEC,24.

Thanks and Regards

Akmal Bagadia

1. Apology letter

From,

Akmal Bagadia

XYZ Company,

Sales Executive,

Ahmedabad – 23

To,

Sameer Rajput,

XYZ Company,

Senior Manager,

Ahmedabad – 23

Dear Sir,

I would like expressmy deep regrets for my action and apologize for my actions. It was inappropriate, disrespectful, and lacked the professionalism that you and my colleagues expect from an employee at XYZ Company.

While I cannot alter what has transpired, I have taken steps to ensure that similar incidents and misunderstandings will not occur in the future.

I value our professional relationship and firmly believe that our teamwork will continue to produce solid work that will benefit XYZ and our customers.

Sincerely,

Akmal Bagadia

1. Asking for a Raise in Salary

Akmal Bagdia

25/3 kagdi park, makarba,

Ahmedabad- 55

akmalbagadia@gmail.com

8200537203

6th, dec 24

Sameer Rajput,

Evergreen Engineers,

A/127, GIDC vatva

Ahmedabad - 23

Dear sameer sir,

I hope this message finds you well. I am writing to formally discuss my current compensation as a Management Head at Evergreen Engineers and to request a salary review based on my contributions and performance over the past.

Since joining , I have taken on a number of responsibilities and have consistently worked to improve our team efficiency, project outcomes and contributed to the company’s growth.

These contributions have not only enhanced my own skill set and professional growth, but have also positively impacted our team and brought value to the company.

Considering my performance and the additional responsibilities I have effectively undertaken, I believe that a salary adjustment is warranted. I have researched industry standards and believe that an increase in my salary to align more closely with my contributions and the market rate could be fair at this stage in my career.

I am passionate about my role at Evergreen Engineers and committed to continue contributing towards our collective goals. I would appreciate the opportunity to further discuss this matter with you, and I am open to scheduling a meeting within the next week if possible.

Thank you for considering my request. I am looking forward to your response.

Best regards,

Akmal Bagadia

Management Head

Evergreen Engineers

1. Quotation Email

Subject: Request for Quotation

Dear Sameer Malik,

I hope this message finds you well.

My name is Akmalbagadia and I am reaching out on behalf of Evergreen Engineers. We are currently in the process of sourcing materials/services for our upcoming project, and we would appreciate a formal quotation from your esteemed company.

We are interested in the following products/services:

FORGED STEEL VALVES REQUIREMENT

1. LEVER OPERATED BALL VALVE, SCREWED END, BODY/BONNET-A182-F304 , TRIM-AISI306, SEALS PTFE. DIMENSIONS AS PER ASME B16.34 SCREWED END.

WORKING PRESSURE 3000 PSI

SIZE - 1/2" - 152 NOS

SIZE - 3/4"- 28 NOS

SIZE - 1"- 107 NOS

SIZE - 1 1/4"- 4 NOS

2. LEVER OPERATED BALL VALVE, SCRD, CLASS3000, BODY/BONNET-A105, TRIM-AISI304, SEALS PTFE. DIMENSIONS AS PER, ASME B16.34. FLOATING BALL.

WORKING PRESSURE 3000 PSI

SIZE - 1/2" - 152 NOS

SIZE - 3/4"- 28 NOS

SIZE - 1"- 107 NOS

SIZE - 1 1/4"- 4 NOS

SIZE - 2"- 4 NOS

3. LEVER OPERATED BALL VALVE, BUTTWELD, BODY/BONNET-A105, TRIM-AISI304, SEALS PTFE. DIMENSIONS AS PER, ASME B16.34. FLOATING BALL.

WORKING PRESSURE 3000 PSI

SIZE - 1/2" - 152 NOS

SIZE - 3/4"- 28 NOS

SIZE - 1"- 107 NOS

Could you please provide us with the pricing, lead times, and any discounts available? Additionally, we would appreciate details regarding your payment terms and shipping options.

We would like to receive your quotation by 12th,Dec 24, if possible. Your prompt response will aid in our decision-making process.

Thank you for your attention to this matter. I look forward to your response.

Best regards,

Akmal Bagadia

Purchasing Head

Eergreen Engineers

8200537203

Evergreenengineersales18@gmail.com

1. Reminder Email

Subject: Thank You!

Dear Sameer Malik,

I hope this message finds you well! I wanted to take a moment to express my heartfelt gratitude for your support during our IOCL project.

Your generosity and thoughtfulness truly made a significant impact, and I sincerely appreciate the time and effort you put in our project. Your insights during our discussions on refinery project were incredibly valuable.

Thank you once again for your kindness. I am looking forward to collaborating on our next project.

Warmest regards,

Akmal Bagadia