# Reminder Email

Subject: Friendly Reminder: Scheduled Lecture

Dear Ketu Mam,

I hope this message finds you well. I wanted to kindly remind you about the scheduled lecture on 25 March 2025. Please let me know if there’s anything you need from me to ensure its timely preparation.

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

Best regards,

Daksh

Manager

Contact: 1234556

# 2.Quotation Email

Subject: Request for Quotation

Dear Ketu Mam,

I am writing to request a quotation for lecture-related services. We are currently evaluating options, and your expertise in this area makes you a preferred provider for consideration.

Please include details regarding pricing, delivery timelines, and any relevant terms. If you require additional information, do not hesitate to contact me at 1234556. I appreciate your prompt response to this inquiry.

Thank you,

Daksh

Manager

Contact: 1234556

# 3.Email Asking for status update

Subject: Follow-up on Scheduled Lecture

Dear Ketu Mam,

I hope you're doing well. I am reaching out to inquire about the current status of the scheduled lecture. Please let me know if there are any updates or additional information I should be aware of.

Your assistance in keeping me informed is greatly appreciated. I look forward to your reply.

Best regards,

Daksh

Manager

Contact: 1234556

# 4.Asking for Raise in salary

Dear Ketu Mam,

I hope you're doing well. I’d like to request a meeting to discuss my current salary. Over the course of march month, I’ve taken on additional responsibilities related to lectures and consistently delivered results in areas such as presentation , feedback, worktime, consistency in work .

I believe these contributions warrant a discussion regarding a potential salary adjustment. I’m happy to provide further details or documentation to support this request. Please let me know a suitable time for us to discuss this matter.

Thank you for your consideration.

Best regards,

Daksh

Manager

# 5.Resignation Email

Subject: Notice of Resignation

Dear Ketu Mam,

I am writing to formally announce my resignation from my position as Manager at Tops Technologies, from 25 December 2025.

This decision was not made lightly, and I am deeply grateful for the opportunities, support, and experiences gained during my time here, particularly related to lectures. I am committed to ensuring a smooth transition and am happy to assist with the handover of my responsibilities.

Thank you once again for everything. I wish the company continued success in the future.

Kind regards,

Daksh

Manager

Contact: 1234556