

Subject: Thank you for the opportunity

Dear Amit Bhavsar,

Thank you so much for giving me the opportunity to work at Mass Call Net as the analyst. I am very excited to start working with you and the rest of the team. I am confident that I will be able to contribute to the success of the company and help it grow.

Thank you again for this opportunity. I look forward to working with you and getting started on this new adventure.

Sincerely,

Deep Nasit
8487996096

Subject: I apologize for the wrong documents.

Dear Pratik,

I have realized that the document sent earlier was not for you but for another client. Therefore, please refer to the correct document attached below.

I sincerely apologize for any confusion because of this miscommunication.

However, I will make sure that any such error is not repeated again in the future.

Thank you for your cooperation and understanding.

Best regards,

Deep Nasit
8487996096

Reminder: Contract review meeting on September 18, 2024

Dear Akshay,

You have been invited to a meeting to discuss your current contract from 10:00 am – 11:30 am on 18 September 2024.

I would be grateful if you could confirm to me today that you can attend the meeting.

The meeting is a chance for you to discuss your current contract and any potential challenges you may have had with our service. If the time or date is inconvenient, please let me know as soon as possible to make alternative arrangements.

Best regards,

Deep

8487996096

Subject: Request for a meeting to discuss salary

Dear Rakesh Mandloi,

I wanted to reach out and request a meeting to discuss my compensation.

Based on my experience and skills, as well as my recent accomplishments and projects, I believe I deserve a raise to 50000.

The reason I'm emailing is to request a meeting so that we can further discuss my compensation. I would like the opportunity to explain my reasoning in person and answer any questions you may have.

I would appreciate a meeting to discuss my compensation and promotion.

Thank you for your time,

Deep Nasit

Subject: Resignation from analyst

Dear Rakesh Mandloi,

I hope you're doing well. I am writing to inform you that I will be resigning from my position as analyst at Mass Cal Net, effective 30 September 2024.

I am committed to making this transition as smooth as possible. I will be happy to assist in training my replacement or help in any other way during my notice period.

Best regards,

Deep Nasit
8487996096