

1. Asking for a Status Update

Subject: Follow-Up on Office Furniture Order Status

Hi Mr. Roy,

I hope you're doing well. I wanted to check in on the status of the "Corporate Office Furniture Supply – Mumbai Branch" order placed on October 28, 2025.

Our logistics team is preparing for delivery scheduling, and we'd like to confirm whether production has been completed. If there are any delays or updates, please let me know so we can adjust our client timelines accordingly.

Appreciate your help as always.

Best regards,

Devandrasinh vaghela

Operations Executive

2. Asking for a Raise in Salary

Subject: Request for Salary Review and Performance Discussion

Dear Ms. Sharma,

I hope this message finds you well. I wanted to discuss the possibility of a salary review based on my work over the past year.

Since joining ABC Furnishings in June 2023, I've taken on several new responsibilities — managing client accounts, improving lead conversion by 18%, and assisting in the design and delivery of large-scale furniture projects for key clients like Tata Realty and Phoenix Workspaces.

I truly enjoy working here and believe my contributions have added value to our growth. I'd appreciate the opportunity to meet and discuss a possible adjustment to my compensation that reflects these efforts.

Please let me know a convenient time for you to talk.

Warm regards,

Devandrasinh vaghela

Sales Coordinator

3. Email to Boss About a Problem (Requesting Help)

Subject: Guidance Needed Regarding Inventory Mismatch

Hi Mr. Desai,

I wanted to bring a small issue to your attention. During our monthly inventory check on November 9, we found a mismatch between the recorded and actual stock of the “Oakwood Office Desk” series in our warehouse.

The system shows 58 units in stock, while the physical count came to 54. I've reviewed last month's order logs but haven't identified any discrepancies yet.

Could we schedule a short call today or tomorrow so I can walk you through the details before we update the records?

Thank you for your time and guidance.

Best regards,

Devandrasinh vaghela

Inventory Supervisor

4. Resignation Email

Subject: Formal Resignation – Devandrasinh vaghela

Dear Ms. Patel,

I hope you're doing well. I am writing to formally resign from my position as Operations Executive at ABC Furnishings Pvt. Ltd., effective November 25, 2025.

Working with ABC Furnishings for the past two years has been a truly rewarding experience. I've learned a lot about production planning, supply management, and customer relations. I'm grateful for the trust and opportunities I've received during my time here.

Over the next two weeks, I'll ensure that all pending tasks are completed and assist in training my replacement if needed.

Thank you again for your support and encouragement.

Warm regards,

Devandrasinh vaghela

Operations Executive

5. Introduction Email to Client

Subject: Introduction – Your New Account Manager at Maruti Furnishings

Dear Mr. Verma,

I hope this email finds you well. My name is Dev Mevada, and I've recently joined ABC Furnishings Pvt. Ltd. as your new Account Manager. I'll be handling your upcoming projects, including the "Workspace Modernization Project – Pune Office."

It's a pleasure to connect with you. I've reviewed your past orders and understand your preferences for modular furniture designs. Please feel free to reach out if you'd like to discuss any ongoing or future requirements — I'm here to ensure smooth coordination and timely delivery.

Looking forward to a great working relationship!

Warm regards,

Devandrasinh vaghela

Account Manager