

Subject: Apology for My Absence

Dear Disha Pandya,

I hope this email finds you well. I would like to sincerely apologize for my absence from Tops Technologies 28th December to 31 December. Unfortunately, I was unable to attend due to my health related issue.

I understand that my absence may have caused inconvenience, and I regret missing important lessons and activities. I am committed to catching up on any missed work and ensuring I stay on track with my studies.

Thank you for your understanding, and I deeply appreciate your support. If there is anything further I need to do to make up for my absence, please let me know.

Warm regards,
Farhan Mandli
Student of Tops Technologies.

Subject: Inquiry for our old project details

Dear Disha Pandya,

I hope this email finds you well. My name is Farhan Mandli, and I am a Graphic Designer at Tops Technologies. I am currently working on a project and would like to request some information regarding your brand guidelines, available design assets, or preferred design style from our old projects.

Could you kindly provide details on Some typography from our old project that i can find them This information will be incredibly helpful in ensuring the designs align with your vision and requirements.

I appreciate your time and assistance, and I look forward to your response.

Best regards,
Farhan Mandli
Graphic Designer
Tops Technologies
Farhankachhot855@gmail.com

Subject: Introduction – Farhan Mandli, Graphic Designer at Tops Technologies

Dear Dsiha Pandya,

I hope this message finds you well. My name is Farhan Mandli, and I am a Graphic Designer at Tops Technologies. I'm thrilled to have the opportunity to collaborate with you on Our New Project.

With a background in creating branding materials, user-centric designs, marketing assets, I am passionate about delivering creative solutions that align with your goals and vision. My role is to ensure that the designs we produce not only meet but exceed your expectations.

I would love to learn more about your preferences and expectations for this project. If there's any specific direction or inspiration you'd like us to consider, please feel free to share.

Looking forward to working with you and creating something amazing together. Please don't hesitate to reach out to me directly at Farhankachhot855@gmail.com or 9104847097 if you have any questions or ideas to share.

Warm regards,
Farhan Mandli
Graphic Designer
Tops Technologies
Farhankachhot855@gmail.com

Subject: Request for Salary Adjustment

Dear Dsiha Pandya,

I hope this message finds you well. I am writing to request a review of my current compensation, considering my contributions and growth as a graphic designer at Tops Technologies.

Over the past 11 Month, I have taken on additional responsibilities, including leading high-impact design campaigns, developing brand identities and streamlining design processes. My work has contributed to increased client satisfaction, improved brand visibility, or revenue growth from specific projects.

Given the value my work brings to our team and the industry standards for graphic design roles, I believe it's an appropriate time to discuss a potential salary adjustment. I truly enjoy contributing to Tops Technologies and am committed to maintaining the high quality of work expected in my role.

Please let me know a convenient time to discuss this matter further. Thank you for considering my request, and I appreciate your ongoing support and guidance.

Warm regards,
Farhan Mandli
Manager of Tops Technologies
Farhankachhot855@gmail.com

Subject: Thank You for Approving My Leave

Dear Disha Pandya,

I hope this message finds you well. I wanted to take a moment to sincerely thank you for approving my leave from 14th January to 18th January. I truly appreciate your understanding and support in allowing me this time off.

Your consideration means a lot to me, and I am grateful for the opportunity to manage my personal commitments without impacting the team's work. I assure you that I will make every effort to ensure a smooth workflow before and after my leave.

Thank you once again for your support and understanding. Please let me know if there's anything you'd like me to address before I leave.

Warm regards,
Farhan Mandli
Student Of Tops Technologies.