1. Resignation Email

Subject: Resignation Notice

Respected Sir,

I hope this message finds you well.

I am writing to formally resign from my position as Technical Assistant at the Faculty of Arts,
The Maharaja Sayajirao University of Baroda, effective two weeks from today, on April 23,
2025.

This was not an easy decision, as I have deeply valued the experience and opportunities i have
had here. However, I have decided to pursue a new direction in my career to grow in the field
of PHP development.

Thank you for your support and understanding.

Warm regards,
Gargi Kahar

2. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Sir,

I would like to formally request a salary review based on my performance over the past year.
During this time, I have taken on additional responsibilities, including managing backend
devlopment tasks
and optimizing database performance for key projects.

I would appriciate the opportunity to discuss my contributions and the possibility of a salary
adjustment.

Thank you for your time and consideration.

Sincerely,
Gargi Kahar

3. Thank you Email

Subject: Thank you for the Soft Skills Training Session

Respected Sir,

I would like to express my heartfelt thanks for the recent soft skills training session you conducted.
The topics covered, especially communication skills, how to effectively express yourself, respond to listeners, and listening skills, were not only insightful but also highly relevant to both our daily lives and professional interactions.

Your engaging delivery and practical examples made the session both enjoyable and impactful. As you mentioned during the session, applying these techniques in our daily lives is already making a real difference.

Thank you once again for such a valuable learning experience. I look forward to attending more sessions in the future.

Best regards,
Gargi Kahar,
gargigodia93@gmail.com
+91-8530786878

4. Quotation Email

Subject: Quotation for LED Board Manufacturing Services

Dear Sir,

I hope this email finds you well.

Thank you for reaching out to Labh Enterprise for your LED board manufacturing needs. As requested, please find below the quotation for the LED boards you are interested in:

Description of Products and Services:

Custom LED Display Board (Size: 2ft x 3ft)
Full-color display, high brightness
Price: 15,000 per unit

Installation and Setup Charges
Price: 2,000 per unit (if applicable)

Warranty (1 Year)

Total Price (for 1 unit of 2ft x 3ft board with installation):
15,000 + 2,000 = 17,000/-

This quotation is valid until 30th April, 2025 and the prices mentioned above include shipping, taxes, and installation charges. Additional charges may apply for customizations beyond standard specifications.

Please note that delivery time for the LED boards is approximately two weeks from the order confirmation date.If you have any further questions or need additional details, feel free to reach out. We would be happy to discuss any customization or other requirements you may have.

Thank you for considering Labh Enterprise. We look forward to the opportunity to serve your needs.

Best regards,
Gargi Kahar
Project Manager
Labh Enterprise

5. Reminder mail

Subject: Reminder: Pending Task Completion for Website Redesign Project

Dear Raj,

I hope you are doing well.

I am writing to kindly remind you about the completion of the **Website Redesign Project** which was due on April 5th 2025. As of today, I have not yet received an update regarding its completion, and I wanted to follow up to check on its status.

If there are any challenges or delays that you're facing, please feel free to share them with me, and I would be happy to assist in resolving any issues. If the task is already complete, kindly provide the final updates or report so we can proceed accordingly.

Looking forward to your response and the timely completion of this task. Please let me know if you need any further information or support from my side.

Thank you for your attention to this matter.

Best regards,
Gargi Kahar
Project Manager
Labh Enterprise