

Soft skill assignment

Thank you Email

To :satyajitsinh9@gmail.com

Subject: Thank You!

Dear [Satyajit Sinh],

I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for help in my project of BCA Sem 6 . Your kindness and generosity truly made a difference.

I appreciate everything you do and feel grateful to have you in my life. Thank you once again!

Best regards,

Gaurav Mehta.

[6352585445](tel:6352585445)

Reminder Email

To : satyajitsinh9@gmail.com

Subject: Friendly Reminder: Pending Payment

Dear [Satyajit Sinh],

I hope this message finds you well. I wanted to kindly remind you about the pending payment of ₹50000 that was due on 20-09-2024.

If you've already sent it, please disregard this message. If not, I would appreciate it if you could let me know when I might expect the payment.

Thank you for your attention to this matter!

Best regards,
Gaurav Mehta
[6352585445](tel:6352585445)

Email of inquiry for requesting information

To :satyajitsinh9@gmail.com

Subject: Inquiry for Navratri event .

Dear [Satyajit Sinh],

I hope this message finds you well. I am writing to inquire about Navratri event

Could you please provide me with more details regarding about your event & prize of passes or timing. I would greatly appreciate any information you can share.

Thank you for your assistance!

Best regards,
Gaurav Mehta
[6352585445](tel:6352585445).

Asking for a raise in salary

To :satyajitsinh9@gmail.com

Subject: Request for Salary Review

Dear manager

I hope this message finds you well. I wanted to take a moment to discuss my current role and contributions to the team, as well as the possibility of a salary review.

Over the past 2 year . I have taken on additional responsibilities. I believe these contributions have positively impacted our team's performance and aligned with the company's goals.

Given my increased responsibilities and the market standards for my role, I would like to discuss the possibility of a salary adjustment. I am committed to our team and excited about the work we're doing, and I believe that a review of my compensation would reflect my contributions and dedication.

Could we schedule a time to discuss this further? I appreciate your consideration and look forward to your feedback.

Thank you!

Best regards,
Gaurav Mehta

QA

6352585445.

Resignation email

To : satyajitsinh9@gmail.com

Subject: Resignation – Gaurav

Dear Manager,

I hope this message finds you well. I am writing to formally resign from my position at “SR Contraction”, effective 1-10-2024 is my Last Working Day.

This decision was not made lightly. I have greatly appreciated the opportunities for personal and professional growth during my time here and have enjoyed working with you and the team.

I am committed to ensuring a smooth transition and will do everything I can to wrap up my responsibilities and assist in the handover process. Please let me know how I can help during this time.

Thank you once again for the support and guidance throughout my tenure at “SR Contraction”. I look forward to staying in touch.

Best regards,

Gaurav Mehta
project manager.

[6352585445](tel:6352585445)