







To

mansig8158@gmail.com

From

Thank you Email

102, Parle point,

Surat-395010

Dear Sir.

Manager of Testing Team

Mansi Gohil

abcd@gmail.com

It's My pleasure to you provide me this

in abcoding. I look forward to the new

that this position will afford me.

expectations of me.

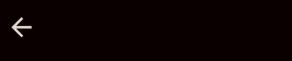
challenges and opportunities for growth

Thank you again, for your help and trust. I

will do my very best to surpass your

position. I would like to sincerely thank you

for offering me the position of QA Manager









From mansig8158@gmail.com

То

abcd@gmail.com



Letter of Apology

Mansi Gohil Tester of Testing Team 102, Parle point, Surat-395010

Dear Sir,

I would like to apologize for my poor performance at work from last few weeks. I missed my deadline and have lost few clients and I understand that my poor performance is affecting our company's reputation and image.

Due to Some Family problem I lost my balance between personal and professional life. But I promise to never give poor performance again. Please accept my sincere apologies for last few weeks work performance.

Thank you.





Asking for a Raise in Salary

Manager of Abc

warrants more pay.

hearing from you soon.

Sincerely,

Mansi Gohil

Hello sir

To



abcd@gmail.com

I would like to discuss about my salary. I

have been with the company for 4 years

and I feel that I am overdue for a Raise.

responsibilities since my last salary review,

and I believe that my increase workload

Can you please let me know when would

be an ideal time to discuss this further? I

appreciate your time, and I look forward to

In addition, I have taken in additional









From

mansig8158@gmail.com

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То



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Asking for a Raise in Salary

Manager of Abc Dear sir

Please accept this message as formal notice that I am resigning from the position of software tester. My last day of employment will be 30th July.

I appreciate that all the opportunity I have been given working at abc company. Working on your team allowed me to develop my professional skills.

I wish you and the company the very best going forward. If you need anything contact me.

Thank you. Sincerely, Mansi Gohil