



From mansig8158@gmail.com



To



abcd@gmail.com



Thank you Email

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

Dear Sir,

It's My pleasure to you provide me this position. I would like to sincerely thank you for offering me the position of QA Manager in abcoding. I look forward to the new challenges and opportunities for growth that this position will afford me.

Thank you again, for your help and trust. I will do my very best to surpass your expectations of me.



From mansig8158@gmail.com



To



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.



From mansig8158@gmail.com



To



abcd@gmail.com



Email of Inquiry for Requesting Information

Abcoding

107, athvalines,

Surat-395010

Hello

I hope this letter finds you well. My name is Mansi Gohil. I am graduated student at VNSG University.

I have seen your message in nokari.com that you want software tester. I want to join your company with my skills and confidence.

Please give me answer so I will contact you and show my skills.

Thank you

Mansi Gohil
11, XYZ soc,
Surat-395010



From mansig8158@gmail.com



To



abcd@gmail.com



Asking for a Raise in Salary

Manager of Abc

Hello sir

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.

In addition, I have taken in additional responsibilities since my last salary review, and I believe that my increase workload warrants more pay.

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 hearing from you soon.

Sincerely,
Mansi Gohil



From mansig8158@gmail.com



To



abcd@gmail.com



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