Tops Technology

# Thank You Email

To :- [mrguptaabhay352@gmail.com](mailto:mrguptaabhay352@gmail.com)

From:- [mrshivam36@gmail.com](mailto:mrshivam36@gmail.com)

Cc:- —-

Subject: - Thanks For The Promotion.

Dear Shivam Sir ,

Thank you for the promoting me to team leader in software testing. I am grateful for the opportunity and trust you have placed in me.

I will work hard to continue delivering

Quality result and meet the expectations on my new role

Thank you again for believe in me.

Best Regards

Gupta Abhay

# 2) Apology of lssues

To :-mrguptaabhay352@gmail

From:-mrshivam36@gmail

Cc:- —

Subject: - Apology For Testing Issues

Dear sir ,

I want to apologize for the issues that arase during the testing phase of project.

I understand that the bugs and errors Caused inconvenience and impacted the project time line.

Please know that I am committed to improving my testing skills and ensuring such issues don't happen in the future.

I will work diligently to prevent similar mistakes and deliver high quality result moving for word.

Thank you for your under standing and support.

Best Regards

Gupta Abhay

# 3. Reminder Email

To :- mrguptaabhay352@gmail.com

From :- [mrshivam36@gmail.com](mailto:mrshivam36@gmail.com)

Cc :- —

Subject: Reminder: Testing Tasks

Hi Shivam sir ,

Just a friendly reminder about the testing tasks that need to be completed for e-commerce Project. Please review and prioritize your tasks accordingly.

- Task 1: Resignation and Login page

- Task 2: Home page,cart and payment

If you have any questions or concerns, feel free to reach out.

Thank you ,

Best Regards,

Gupta Abhay

# 4. introduction email to a client.

To:-;mrguptaabhay352@gmail

From:-mrshivam36@gmail

Cc:- —

Subject: Introduction and Testing Overview

Dear Shivam ,

I hope this email finds you well. My name isGupta Abhay. and I will be working on the software testing for your project. I'd like to introduce myself and provide a brief overview of the testing process.

We will be conducting thorough testing to ensure your software meets the required standards and is free from defects. Our goal is to deliver high-quality software that meets your expectations.

If you have any questions or need any updates, please do not hesitate to reach out. I am looking forward to working with you.

Best regards,

Gupta Abhay

# 5. Asking for a Raise in salary.

To:-[mrguptaabhay352@gmail.com](mailto:mrguptaabhay352@gmail.com)

From:-[bgt36@gmail.com](mailto:bgt36@gmail.com)

Cc:- —

Subject: Request for Salary Review

Dear manager sir,

I hope this email finds you well. I wanted to discuss my current salary with you. Over the past 5 years. I have taken on additional responsibilities and consistently delivered high-quality work, contributing significantly to the company's growth.

Given my research and industry standards, I believe my salary should be adjusted to reflect my value to the company. I'd appreciate the opportunity to discuss this further with you.

Can we schedule a meeting to talk about this?

Thanks sir,

Best Regards

Gupta Abhay