

➤ THANK YOU E-MAIL

From : harshadkarguwal@gmail.com

To: topstechnologies@gmail.com

Cc : --

Bcc : --

Subject : Thank You for the Opportunity.

Respected Sir,

I wanted to sincerely thank you for giving me the opportunity to join Tops Technologies as a Python-Backend Developer. I'm truly grateful for the trust you've placed in me and excited to start this new journey with the tops team.

I'm looking forward to contributing my best, learning from everyone, and growing along with the company. Thank you once again for this wonderful opportunity and for your support throughout the process.

Warm regards,

Harshad Karguwal

➤ LETTER OF APOLOGY

From : harshadkarguwal@gmail.com

To: future@groww.in

Cc : --

Bcc : --

Subject : Apology for Backend Error.

Hi Team,

I want to sincerely apologize for the mistake I made on our backend work. I know it may have affected the project's progress and I take full responsibility for the oversight. I've reviewed what happened and am taking steps : like extra checks and team reviews to prevent similar issues in the future.

Thank you for being patient and for your teamwork as we resolved the problem. If there's anything more I can do to help, please let me know. I appreciate your understanding and support.

Regards,

Harshad Karguwal

➤ ASKING FOR A RAISE IN SALARY

From : harshadkarguwal@gmail.com

To: amruta.deshpande1610@gmail.com

Cc : --

Bcc : --

Subject: Request to Discuss Salary.

Dear Sir,

I hope that you are well. I would like to set up a meeting to talk about my compensation. I've taken on more responsibilities and made strong contributions to our company's backend team. I believe a raise would better reflect my work.

Please let me know a convenient time for us to discuss this.

Thank you for your time.

Best,

Harshad Karguwal

➤ RESIGNATION EMAIL

From : harshadkarguwal@gmail.com

To: gursharan.kaur@cars24.com

Cc : --

Bcc : --

Subject: Resignation Notice.

Dear Manager,

I am writing to formally resign from my position as Backend Developer at Cars24. The decision is due to salary concerns, and I have accepted an offer with a better package. My last working day will be [Your Last Working Day].

Thank you for the opportunities and support during my time here. I will do my best to ensure a smooth transition.

Regards,

Harshad Karguwal

➤ REMINDER EMAIL

From : harshadkarguwal@gmail.com

To: techflow@gmail.com

Cc : --

Bcc : --

Subject: Reminder for Meeting Confirmation.

Dear Sir/Ma'am,

I wanted to kindly remind you about the meeting we discussed for reviewing the project outline. I just wanted to check whether the meeting time is confirmed or if there are any changes in the schedule. Your confirmation will help me prepare the necessary points in advance.

Please let me know whenever you get a moment. Thank you for your time and guidance.

Regards,

Harshad Karguwal