

1.Thank you Email

To
global.marketing@tcs.com

Subject :Thank you for Invitation in interview

Dear Vijay Sharma, So nice to hear from you, thank you for the invitation for an in-person interview. I'm looking forward to meeting with you at TCS to discuss the Manual tester role. I'd be more than happy to meet with you at your office on 20th September 2024 at 10 o'clock.

2. Letter of apology

To
global.marketing@tcs.com

Subject : Apology for misbehave in meeting

I am writing to express my sincere apologies for my misbehave in the meeting. I deeply regret my actions and understand the impact they have had on you. It was not my intention to cause any harm, and I take full responsibility for my behavior. I assure you that I am taking steps to ensure that this does not happen again.

3. Reminder Email

To query@meesho.com

Subject : Reminder for return product

I am writing this mail to bring to your kind attention that the product I had ordered had been damaged. I would like to know the procedure to process the return and refund of the product. I had tried calling the customer service, but my calls went unanswered. Kindly look into this and reach out to me as soon as possible.

4. Resignation Email

To global.marketing@tcs.com

Subject :Resignation announcement

Dear Vijay sharma,

I am writing to formally notify you of my resignation from the position of Manual tester at TCS. My last day with the company will be 20th september 2024.

During my time at TCS, I have come to realize that the scope of the role is, unfortunately, not what I had anticipated. As such, I would like to explore other opportunities.

Thank you for understanding; I truly appreciate all the support and guidance you have provided me during my time in the company.

Please let me know how I can help to support a smooth transition over the next 5 weeks.

Sincerely,
Hiral Parmar

5. Salary Increment Email

To global.marketing@tcs.com

Subject : Asking for salary increment

Dear Sir,

I kindly request a salary increment. This is due to the current inflation in the country, which has made the cost of living standards go up. In addition, I have a loan for my house. I would like request an increase of Rs. 5000.

Thank you very much for your consideration.

Your sincerely,

Best wishes, Hiral

