

1.Thank you Email

To global.marketing@tcs.com

Subject : Thank you for the interview

Dear Mr. Vijay Sharma,

Thank you for taking the time to speak with me about the QA tester position this morning. It was inspiring to have such an insightful conversation about software testing, and it was a pleasure to learn more about your insight into the industry.

The details you shared about the position and future goals for the QA team convinced me that the role would be an ideal match for my qualifications. I believe that my training from Tops technology and five years of experience as a QA tester would allow me to make a valuable contribution to the department.

Thank you
Your sincerely,
Ms. Hiral parmar
9998753851

2. Letter of apology

To global.marketing@tcs.com

Subject : Apology for not attended interview in Phone call

Dear Mr. Vijay Sharma,

Please accept my apology for missing this morning's interview. My alarm didn't go off this morning and I overslept. In the future, I will set a backup alarm to make sure something like this doesn't happen again.

Is it possible to reschedule my interview? I realize my absence this morning disrupted your schedule and I understand if it's not possible to give me a second chance.

I apologize again for the inconvenience I caused and I will respect your decision about rescheduling the interview.

Sincerely,
Hiral parmar

3. Reminder Email

To global.marketing@tcs.com

Subject : Follow up on job application

Dear Mr.vijay Sharma,

Thank you for taking the time to speak with me about the open QA tester position at your company. I am very excited about the opportunity to join such a prestigious organization.

I just wanted to follow up and make sure that you received my application materials. I submitted them on 20th September,2024 and haven't received a response yet.

I would really appreciate it if you could let me know if there is anything else I need to do or if there is any other information you need from me.

Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,
Ms.Hiral parmar

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