

➤ **Thank you Email**

New Message

Subject: Thank you for the opportunity

Dear HR Manager,

Thank you for offering me an opportunity to work at BGI Engitech Pvt Ltd. I very much appreciate the time and effort your team has spent to review my application and interview me for the position of Design Engineer.

I am Happy to inform you that I accept the offer and can't wait to start the journey with the team.

Once again, thank you for the great opportunity.

Best regards,

Jay Dalal

Contact No: - +91 8469416729

➤ **Letter of Apology**

New Message

Subject: Apologies for delaying in delivery of product

Dear Sir/Ma'am,

We would like to express our deepest regret for the delay in shipping your order. The delay has been caused by factors not under our control. However, we take full responsibility for the delay. This incident has been noted and the necessary measures have been taken. So that such incident will not occur in future.

We value your business and we would like to retain you as a customer. Please accept our apologies.

Thank you for your understanding in these unfortunate matters.

Best regards,

Jay Dalal

Senior Design Engineer

➤ **Quotation Email**

New Message

Subject: Re: Quote (2025/QT/15) – view our proposal for Sanjay Patel

Dear Sanjay,

We would like to thank you again for your interest in our company.

The attached quote contains an overview of what we can achieve for Sanjay.

If you agree with our proposal, simply reply to this email, we will then send you an order confirmation.

If you have any questions for remarks, please share them with us before the expiry date of our offer: 20% discount on purchasing product till 15-02-2025.

We are looking forward to your reaction and eager to start our fruitful collaboration soon.

Best regards,
Jay Dalal
Sales Manager,
BGI Engitech Pvt Ltd

➤ **Asking for a raise in salary**

New Message

Subject: Requesting for increasing salary

Dear HR Manager,

I am writing to inform you that I am working as Design Engineer at BGI Engitech Pvt Ltd for last 2 years. But I am not comfortable with my current salary package, so I am requesting you to please provide me 20% hike form current salary package.

There are already 2 years that I have been working for your organization as Design Engineer. I was always loyal and dedicated to BGI Engitech Pvt Ltd. All the Project, I was handling were submitted on time without any delays. You probably know that I get low payment and have asked for salary increment last year. I attempted to ask for salary increment but I did not get a reply from you.

The reason that I am asking for rise of my salary is that my current payment is too low for covering the expanses of my family. Recently I have received the job offer from L&T Technologies Pvt Ltd and the salary is relatively higher. However, I am dedicated to our company; therefore, I decided to write you this letter once more.

Kindly ask you to consider my request.

Best regards,
Jay Dalal

➤ **Reminder Email**

New Message

Subject: Re: Our previous correspondence

Hi Mr Bhavesh Patel,

I haven't heard back from you, so I just want to make sure that you received my last email regarding the quote I sent you.

If you did and you're still not convinced, let's book a live demo in. It will only take 15 minutes!

Please let me know!

All the Best,
Jay Dalal

➤ **Resignation Email**

New Message

Subject: Resign from the post of Design Engineer

Dear HR Manager,

I am writing to formally resign from my position as Design Engineer at BGI Engitech Pvt Ltd, effective 1 month from today's date, 10-01-2025.

Please accept this email as my formal information that I wish to resign from my position of Design Engineer with immediate effect. I understand my final day at work will be 10-02-2025 as per my notice period.

During my notice period, I will be committed to the organization and help train my replacement if required.

I wish the company and its employees a bright and successful future.

Your faithfully,
Jay Dalal