

→ Introduction Email to Client

Subject:- Prajapati Joy - Introduction, Your Point of Contact at TCS.

Dear Sir/ Madam,

I hope this email finds you well.

My name is Prajapati Joy Bhattacharya, and I would take this opportunity to introduce myself as your point of contact from Tata Consultancy Services. I have recently taken over the role of Data Analyst for our engagement with Education Department of Government of India.

At TCS, we take pride in our long-standing partnerships with government organizations, and we remain committed to delivering high-quality, reliable and secure solutions that support your strategic objectives. I look forward to collaborating closely with you and your team to ensure continued success of our initiatives.

Please feel free to reach out at any time should you have any questions, require assistance, or wish to schedule a meeting to discuss ongoing or upcoming activities.

Thank you for your continued trust in TCS. I look forward to working



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Please feel free to reach out at any time should you have any questions, require assistance, or wish to schedule a meeting to discuss ongoing or upcoming activities.

Thank you for your continued trust in TCS, I look forward to working

with you.

Warm regards,
Prajapati Jay
Data Analyst
Tata Consultancy Services
prajapati.jay.95@gmail.com
www.tcs.com

Q → RESIGNATION EMAIL

Subject :- Resignation + Prajapati Jay.

Dear Sir,

I hope you are well.

I am writing to formally resign from my position as Data Analyst at Odoo, effective 5/5/2025.

This was not an easy decision, as I have truly valued the opportunities for professional and personal growth during my time with Odoo. I am grateful for the support, guidance and collaboration I've experienced here, and I sincerely thank you and the ~~entire~~ team for the positive experience.

I am committed to ensuring a smooth transition over the coming weeks and



will do my best to complete any pending work and assist in the handover process.

Please let me know how I can support during this transition period. I hope to stay in touch, and I look forward to crossing paths again in the future.

Warm regards,

Prajapati Joy

Data Analyst

Prajapati.joy.85@gmail.com.

3: Email to your Boss Regarding Problem

Subject 1: Request for Guidance - Delay in inputs affecting Client timeline

Dear Sir,

I hope you're doing well.

I wanted to inform you about a challenge we are currently facing with respect to our project timeline. There has been delay in receiving the necessary input from Data Engineer team, which is impacting our ability to proceed as planned and may affect our client deliveries.

So far, I've followed up via email, tried to coordinate timelines, but the issue still remains unresolved.

I would appreciate your guidance on how best to move forward, and whether you'd suggest escalating the matter or exploring alternative solutions to keep our timelines on track.

Please let me know if you'd prefer a quick discussion to go over the details.

Thank you for your support.

Best regards,
Prajapati Jay
Data Analyst:
prajapati.jay.51@gmail.com.

4. Email on :- Asking for a Raise In Salary

Subject :- Request for Salary Discussion.

Dear Sir,

I hope you're doing well.

I wanted to take a moment to express my appreciation for the opportunities I've had at Kite Technologies and for the support and guidance you've provided throughout my time here.

Over the past 2 years, I have taken on increasing responsibilities as Data Analyst, including delivering key insights that support business decisions, automating reporting processes, improving data accuracy, collaborating across teams. I'm proud of the impact my work has had on streamlining operations and supporting strategic goals.

In light of my contributions and the expanding scope of my role, I would like to request a discussion regarding a potential salary adjustment. I believe this will reflect the value I've added to the team and align with industry standards for my role and performance.

I'd be happy to share more details or schedule a time to discuss this further at your convenience.

Thank you for your time and consideration.

Best regards,
Prayagali Roy
Data Analyst
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5: Asking for a Status Update

Subject: Request for Status Update on Customer Churn prediction.

Dear Sir / Madam,

I hope this email finds you well.

I wanted to check in and request an update on the status of customer churn prediction. As we are approaching deadline, I would appreciate any information regarding the process, any potential changes, or if there are additional steps it can take to support the successful completion.

Please let me know at your earliest convenience. If you require any assistance or additional resources, feel free

Page No.:

Date:

YOUVA

to let me know.

thank you for your time and attention to
this.

Best regards,
Prajapati Jay
prajapati.jay.88@gmail.com.