

THANK YOU EMAIL

Dear sir,

Greetings of the day. I am writing to express my sincere gratitude for the recent promotion to Sr.technician at Jay laboratory. I am truly honored and thrilled to have the opportunity to contribute to the continued success of our team. I want to convey my appreciation for the confidence you have shown in my abilities and the trust you have placed in me with this promotion. It is truly a privilege to be recognized for my efforts and dedication to the company.

I am excited about the new challenges and responsibilities that come with my role, and I am committed to giving my best effort to meet and exceed expectations. I look forward to contributing to the success of our team and the overall growth of Jay laboratory.

Once again, thank you for this wonderful opportunity. I am enthusiastic about the future and proud to be a part of such a dynamic and forward-thinking organization.

Sincerely,

Karan Patel

ASKING FOR A RAISE IN SALARY

Dear ma'am,

Greetings of the day. There are already 4 years that I have been working for your organization as a team leader. I have always been loyal and dedicated to Jay Laboratory. All the equipment and files I was handling were maintained properly without any delays. You probably know that I get low payment and have asked for a salary increment last year. I attempted multiple times to ask for the salary increments but I did not get any reply from you.

The reason that I am asking for a raise in my salary is that my current payment is too low for covering the expenses of my family. Recently I have received the job offer from

Unipath Laboratory and the salary is relatively higher. However, I am dedicated to our Laboratory therefore, I decided to write you this letter once more.

Kindly asking you to consider my request.

Sincerely,

Karan Patel

RESIGNATION EMAIL

Dear sir,

Greetings of the day. I have decided to resign from my current position as Technician at Jay Laboratory, effective on 20th November 2024.

This decision was not that light. It's been a privilege to have had the opportunity to work for Jay laboratory. I am sincerely grateful for all the opportunities and growth over the past 2 years with Jay Laboratory, and I am confident that the staff will continue to thrive.

Thank you again for everything. I wish Jay Laboratory continued success.

Sincerely,

Karan Patel

QUOTATION EMAIL

Dear Mahesh sir,

Greetings of the day. I am writing this letter to inform you that I am planning to upgrade my computer system. I request you to send me a detailed quotation regarding requirements for the upgrade of my computer system.

Here is the list of items I would like to upgrade:

1. Graphics card of 8GB
2. RAM 16GB
3. SSD capacity of 1TB
4. Processor(Intel, Octacore preferred)

I have a humble request to you to please guide me in selecting the latest upgrades and premium company. The price range and the quality should be according to my satisfaction. Kindly send me the quotation for the following items and get in touch with me as soon as possible.

From.

Karan Patel

REMINDER EMAIL

Dear sir,

I hope you are at home and well.

The annual conference is being held for this ongoing Corona Pandemic on Monday, March 21st at U.N Mehta Hospital at 12:00 noon. We're excited to hear effective ideas and steps to follow from Dr.Ranganathan for preventing and making people aware of this pandemic so that they can save themselves.

To make sure we reach there on time, I'm asking everyone to wake up early in the morning and travel by their own cars and of course the masks.

I appreciate your time here and waiting for you to meet you there.

Your Sincerely,

Karan patel