

# 1.Reminder Email

To : [kavan.vadecha234@gmail.com](mailto:kavan.vadecha234@gmail.com)

From : [dhruv2611@gmail.com](mailto:dhruv2611@gmail.com)

Subject: Gentle Reminder

Date : 1<sup>st</sup> March 2024

Dear sir,

I recently sent you a leave request for the week of 2nd march to 9th march 2024. I'm hoping to book a holiday with my family. Could you please confirm whether my leave request has been granted? Once I have your approval, I can book the holiday. Please let me know if you want to discuss my request as soon as possible.

Best Regards,

Dhruv Pithva

# 2.Quota on Email

To : [gunjanchauhan1211@gmail.com](mailto:gunjanchauhan1211@gmail.com)

From : [zalayuvarajsinh@gmail.com](mailto:zalayuvarajsinh@gmail.com)

Subject: Request for Quota on

Date : 10<sup>th</sup> February 2024

Dear sir,

I hope this email finds you well. We are interested in exploring new products for our business. Specifically, we are keen to learn more about Product and its associated costs. Therefore, we kindly request that you provide us with a detailed quota on, including pricing, delivery terms, and any additional relevant information on your prompt response would be highly appreciated as it will assist us in our evalua on process. If you require any further details or specific once please do not hesitate to reach out.

Thank you for your me and consider on.

Best Regards,

Zala Yuvarajsinh

### 3. Asking for a Raise in Salary Email

To : [dhruvpithva02@gmail.com](mailto:dhruvpithva02@gmail.com)

From : [gunjanchauhan02@gmail.com](mailto:gunjanchauhan02@gmail.com)

Subject: Asking for a raise in salary

Date : 10<sup>th</sup> April 2023

Dear sir,

There are already 2 years that I have been working for your organization as a team leader. I was always loyal and dedicated to BERKO technologies. All the assignments and projects I was handling were submitted on me without any delays. You probably know that I get low payment and have asked for salary increment last year. I attempted to ask for the salary increments but I did not get a reply from you. The reason that I am asking for a rise of 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 SONY technologies and the salary is higher. However, I am dedicated to our company therefore, I decided to write you this letter once more.

Best Regards,

Gunjan Chauhan

### 4. Resignation Email

To : [zalayuvrajsinh07@gmail.com](mailto:zalayuvrajsinh07@gmail.com)

From : [kavan.vadecha234@gmail.com](mailto:kavan.vadecha234@gmail.com)

Subject: Resignation

Date : 15<sup>th</sup> June 2022

Dear sir,

I regret to inform you that due to emergency personal circumstances, I must resign from my position at tops technologies effective immediately. I understand that this is short notice, and I sincerely apologize for any inconvenience this may cause. If there is anything I could do to ease the transition process, please let me know and I will do my best to help.

Sincerely,

Kavan Vadecha

## 5.Thank you Email

To : [kavan.vadecha234@gmail.com](mailto:kavan.vadecha234@gmail.com)

From : [suhasidavda@gmail.com](mailto:suhasidavda@gmail.com)

Subject: Thank you for meeting with me

Date : 9<sup>th</sup> December 2024

Hi Kavan,

Thank you so much for taking the me out of your busy schedule to conduct an interview. Our conversa on about the team lead position was inspiring, and it was insightful to learn more about the role.The job sounds more exciting than ever, and I think I would be an ideal candidate thanks to the master's degree and relevant experience in the field.

Please feel free to contact me if you want. Thanks again for the opportunity.

Thanks,

Suhasi Davda