

REMINDER EMAIL

From:- kavyashah2123@gmail.com

To:- rahul12345@gmail.com

Subject:- 3D Animation Project Reminder

Dear Rahul,

I hope this email finds you well.

I am writing to remind you that the 3D animation project is due on 15th of October. I would like to ensure that we are on track to meet this deadline and would appreciate it if you could provide an update on your progress.

If you are experiencing any challenges or need additional resources, please do not hesitate to reach out to me. I am happy to provide support and guidance as needed.

Thank you for your hard work and dedication to this project. I look forward to seeing the final product!

Regards,

Kavya Shah

Your Manager

Email asking for a status update

From:- kavyashah2135@gmail.com

To:- rahul12345@gmail.com

Subject:- Email asking for a status update

Dear Rahul Sharma,

I hope this email finds you well.

I am writing to follow up on the status of our 3D Modelling project. I would appreciate it if you could provide an update on the progress and any potential challenges or roadblocks we might encounter.

Please let me know if there is anything I can do to assist or if you require additional resources.

Thank you for your time and attention to this matter.

Regards,

Kavya shah

Your Manager

THANK YOU

From :- kavyashah2135@gmail.com

To:- xyz12345@gmail.com

Subject:- Thanking email

Dear Rahul,

Thank you so much for inviting me to your pool party on 1st of October. I had a wonderful time and really enjoyed myself.

The The games we played, food, music was fantastic, and I loved we danced together it was a memorable . It was great to catch up with everyone and meet new people.

Thank you again for your hospitality. I hope we can do it again sometime soon.

Best regards,

Kavya shah

Resignation email

From:- kavya2135@gmail.com

To:- deadpoolstudios12345@gmail.com

Subject:- Resignation Letter

Dear sir,

Please accept this as a notification of my resignation from my position as Human Resource at deadpool studios, effective Last Day of Work on 13th of October.

I have thoroughly enjoyed my time at your company and I am grateful for the opportunities and experiences I have gained during my tenure. I appreciate the support and guidance I have received from my colleagues and management.

I wish Deadpool studios continued success in the future.

Thank you for your understanding.

Regards,

Kavya shah

SALARY INCREASE

From:- kavyashah12345@gmail.com

To:- rohan12345dpstudios@gmail.com

Dear Rohan Shah,

I hope this email finds you well.

I am writing to formally request a salary increase, effective from 13th of october I have been with DP Studios for 4 years, and during this time, I have consistently exceeded expectations in my role as Marketing Mangement. I have

- Increased sales by 20% in my last fiscal year.
- Successfully launched a new product line that generated \$1 million in revenue.

I have also taken on additional responsibilities, including

- Taking on the role of team lead for a new project
- Mentoring and training new team members. These new tasks have significantly increased my workload and the complexity of my role.

I believe my contributions to the company have been valuable, and I am confident that my current salary does not accurately reflect my value to the team. I am requesting a salary increase of 10k to 15k per year.

I would be happy to discuss this request further at your earliest convenience. Thank you for your time and consideration.

Regards,

Kavya shah

