

Module 1: Effective Communication

Thank you Email

From : lalitvadher69@gmail.com

To:

Subject: Thank You

Respected Sir/Madam,

I wanted to express my gratitude for the interview opportunity for the Software Tester at Top Technologies Pvt. Ltd. Rajkot on 26.11.2024. It was a pleasure meeting with you and learning more about your impressive organization.

I'm enthusiastic about the possibility of joining Company and contributing to its success. Please feel free to reach out if you need any more information from me or if there are further steps in the process.

Thank you for your time and consideration.

Your faithfully,
Lalit Vadher

Mob: 7874553016

Reminder Email

From : lalitvadher69@gmail.com

To:

Subject: Leave Request for December(Reminder)

Respected Sir,

I recently sent you a leave request for the week of **16/12/2024 to 20/12/2024**. 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.

With Regards,

Lalit Vadher
Software Tester
Top Technologies Pvt. Ltd.
Rajkot

Resignation Email

From : lalitvadher69@gmail.com

To:

Subject: Resignation Email

Respected Sir,

I am writing to inform you of my decision to resign from company, effective 01/01/2025. I understand that transitioning a new person to the role of Quality Analysis will take some time, and I would like to provide as much notice as possible.

During my time at company, I have learned a lot and grown professionally. Thank you for all of your guidance and support during my employment.

Please feel free to contact me with any questions about the projects I have been working on. I am happy to help in any way I can with the transition process.

I wish you all the best for your continued success.

With Regards,

Lalit Vadher
Software Tester
Top Technologies Pvt. Ltd.
Rajkot

Asking for a Raise in Salary

From : lalitvadher69@gmail.com

To:

Subject: Request for salary increment

Respected Sir,

I hope you're doing well. I would like to take this opportunity to request a discussion regarding my current salary. After reflecting on my contributions and performance over the past I believe it's an appropriate time to evaluate my compensation.

In my time at Top Technologies Pvt. Ltd. Rajkot, I have taken on additional responsibilities, successfully managed specific projects or tasks, and consistently delivered high-quality results.

Considering these accomplishments and the market value for my role, I would like to request a salary review to ensure that my compensation is aligned with my current responsibilities and the value I bring to the team.

I would greatly appreciate the opportunity to discuss this in more detail and explore how we can move forward. Please let me know a convenient time to meet.

With Regards,

Lalit Vadher
Software Tester
Top Technologies Pvt. Ltd.
Rajkot

Email Asking for a Status Update

From : lalitvadher69@gmail.com

To:

Subject: Assignment Status Update

Respected Sir,

I hope you're doing well. I wanted to check in and request an update on the status of assignment submit. Could you please provide an overview of where things stand and if there are any next steps or items I can assist with?

I appreciate your time and look forward to your response.

With Regards,

Lalit Vadher
Software Tester
Top Technologies Pvt. Ltd.
Rajkot