Effective Communication(Email Writing)

- **Thank You Email**

  Subject: Thank You for Birthday gift.

  Dear friend,

  Thank you for your lovely Birthday present. i have no words to tell you how much i like it. it's really a lovely watch -just what I wanted. birthday gift is greatly appreciated and i cannot thank you enough.your generosity still amazes me, i known that watch cheap every time I wear it out ,I get compliment, i am luck to have you as a friend , and i appreciate you very much .

  Thank you once again for your generosity and thoughtfulness.

  Warm regards,

  Mitul Sindhav

- **Latter Of apology**

Subject: Apology for wrong report

Dear Boss ,

I am writing to sincerely apologize for sendong the wrong report to my client . I understand that complete responsiblity for my action , and I take full responsibility for the inconvenience or disruption it may have caused.

Please know that this was not my intention, and I deeply regret any frustration or disappointment it may have brought you. i cannot defrent my action, however, i will personaly reach out of the client and make ameds immediately. i will personally assure you that no such mistakes will ever be made from my end hereafter. kindly suggest if any other remedical steps need to be taken from my end.

I truly value our , and I will do my best to ensure that this does not happen in the future. Thank you for your understanding, and I hope we can move past this together.

If there is anything further I can do to make amends, please don't hesitate to let me know.

Sincerely,
Mitul Sindhav
junior developer

- **Asking for a raise in salary**

Subject: Request for Salary Review

Dear aman agraval,

I hope you're doing well. I would like to take this opportunity to discuss my current compensation and request a salary review. Over the past 2 year at Techno Disk , I have taken on additional responsibilities and have consistently contributed to the success of our team through in work expirence in project effective project in collegues supervisor intrested of company.

I believe my current performance and contributions reflect my commitment to the company, and I would appreciate your consideration of a salary adjustment to align with my role and the value I bring to the organization. I would be happy to meet with you at a convenient time to further discuss this request.

Thank you for your time and attention to this matter. I look forward to your feedback.

Best regards,
Mitul Sindhav
Junior Developer

- **Resignation email**

Subject: Resignation Notice Mitul sindhav

Dear khelan malaviya ,

I would like to annouce my resignation through his email from the post of junior developer which i had held for the past 3 year.the organization taught me a lot to deal with my clients and to learn the very nuances of my department. It will help me in my journey towards achieving more in my field.

This decision has benn taken by me after giving much though to it and after assessing the current situation,I have decided to accept a better offer from someware else. i am sending this email by abiding by the employment agrement which requires me to send this email let me within the 2- week notice period.

please let me know if i can be of any help to you in passing on my assignmments to my successor and train the person on how to go about it.

Best regards,

Mitul Sindhav

Junior Developer

- **Introduction email to client**

Subject: Introduction – mitul sindhav from tops technology

Dear Hiren Bhai ,

I hope this email finds you well. My name is Mitul Sindhav , and I am Siniyar developer at Tops Technology . I will be your point of contact moving forward and am excited to work with you on

frountend technology and second backend technology are both in available project and work.

frountend in Html,css ,javascript, React js Backend Python, php ,Java in available to project.

At Tops Technology , we pride ourselves on delivering excellent product base project and service baje project are availabe in company and ensuring that our clients' needs are met promptly and efficiently. Please don't hesitate to reach out to me directly if you have any questions or if there's anything I can assist you with.

I look forward to a successful partnership and to working closely with you!

Best regards,
Mitul Sindhav
Seniyar Developer
6353963940