To

The HR

Subject: Salary Negotiation

Good Morning sir,

I am XXX, I am very excited to be offered the position of [Position Title] at [Company].

However, before accepting your offer, I’d like to discuss the base salary for this position. You were offering 5 LPA but the salary I expected is 6 LPA. I’m thrilled about the prospect of joining your team and would happily accept your offer if you could match this base salary. I understand that this figure may be above your planned budget, but I’m flexible and willing to find a solution that works for both of us.

Thank you again for your offer. I look forward to speaking with you again soon.

Regards

XXX

**Write an email for this scenario. " You got the interview timings for your next interview for tomorrow 10AM" How would you acknowledge the e-mail**

To

The HR

Subject: Interview Invitation

Good Morning Sir,

Thank you for considering me for the position of [Position Title] at [Company].I am looking forward to our conversation scheduled for tomorrow 10 AM.I acknowledge that I will be attending the interview on the given time.

I understand that you have multiple offices in the city. At which location will you be holding my interview?

Thank you for your time.

Kind regards,

XXX

**Email 3 - Write an email for this scenario. " You applied for a job. Your 2nd round of the interview is done, but you did not get any updates for the past 10 days " Send an email for asking about the updates.**

To

The HR

Subject: Interview Status follow-up

I recently interviewed for the position of [position title] on [date, time and location of interview]. It was great to meet with you to discuss the position. Since I have not heard back from your company yet, since it's already been 10 days, I am reaching out to see if you have filled the position. If not, do you have an estimated time for the final decision? I'm still very interested in becoming a part of your team.

Please let me know if I can provide additional information. I look forward to hearing from you.

Thank you,

XXX

**Email 4 - Write an email for this scenario " You gave the HR interview of a company, but you did not get shortlisted". Write an email to the HR of the company asking for the reason of not getting shortlisted.**

To

The HR

Subject: Reason for not getting shortlisted

Hi Sir,

Thank you for considering me for the position. I appreciate you taking the time to learn about my background and interest in the role. Although I was eager to have an opportunity for this position, I do appreciate you sharing your decision with me. Since I can tell that you are quite experienced in the hiring process, I would like to inquire why I did not get shortlisted for the job. I would appreciate some feedback to learn what areas I could work on going forward. I want to do what I can to improve my career opportunities in this field.

I am open to discussing this feedback on the phone, although I would also greatly appreciate an email response.

Thank you for your consideration,

XXX