

Email Writing

1. Writing a Thank you email

Subject: Thank you, Rachna!

Hello Rachna,

I hope your day is going well. Thank you for taking the time to talk with me and answering all my questions about our project. You helped me clear up the confusion that I had regarding the timeline and the overall organization. Now, I feel confident in moving forward and finishing this project quickly.

I value having such a supportive team member, and I hope I can be helpful to you in the future.

Kind regards,
Nidhi Meena

2. Reminder Email

Subject: Still interested in the Frontend Developer position at ABC Infotech

Hi Sir,

I hope this email finds you well. I wanted to send a friendly reminder that I am still very interested in the Frontend Developer position at ABC Infotech.

My interest in the potential opportunity of joining your team has only grown since our last conversation. I strongly believe my skills and experience align well with the company's needs.

Thank you for your time and consideration. I hope to hear from you soon.

Sincerely,
Nidhi Meena
6353878296

3. Asking for a raise in salary

Subject: Request for Salary Review Discussion

Hi Shivam,

I hope you are well.

I am reaching out to request a review of my current salary. As a MERN stack developer with two years of experience at ABC Infotech. I have been fortunate to contribute to noteworthy results and I believe warrant a discussion about my compensation.

Here are a few examples of how I have added value to our team:

1. Project Achievements: I have successfully implemented and deployed the new user authentication system, which led to more secure and user-friendly experience for our clients.
2. Technical Expertise: My deep knowledge of the MERN stack has enabled me to troubleshoot complex issues efficiently and enhance our application's performance by 30%".
3. Collaboration and Leadership: I have also taken on a mentoring role for junior developers, helping to a collaborative and supportive team environment.

Given these contributions, I believe it is appropriate to revisit my salary. I would appreciate the opportunity to discuss this further at your convenience.

Please let me know a suitable time for us to have this conversation. Thank you very much for considering my request. I look forward to your response.

Best regards,
Nidhi Meena
MERN Stack Developer

4. Resignation Email

Subject: Resignation – Nidhi Meena

Hi Sourabh Choudhary,

I hope you are doing well.

I am writing to formally resign from my position as Mern Stack Developer at ABC Infotech, effective from October 1, 2024.

I have thoroughly enjoyed working here and I am grateful for the opportunities I have had to grow both professionally and personally.

To ensure a smooth transition, I am committed to completing my current projects and assisting in the handover process.

I would like to express my sincere gratitude to you and the team for all the support and guidance I have received.

Thank you once again for the opportunity to be part of ABC Infotech.

Best regards,

Nidhi Meena

Mern Stack Developer

5. Introduction email to client

Subject: Introduction from Nidhi Meena, MERN Stack Developer

Hi Utkrash Chaurasiya,

I hope this message finds you well.

My name is Nidhi Meena, and I am a MERN stack developer at ABC Infotech. I wanted to take a moment to introduce myself and let you know how excited I am to work with you on your upcoming web application development project.

To ensure we are on the same page and to address any initial questions or requirements you might have, I would be happy to arrange a brief call or meeting. Please let me know a convenient time for you.

In the meantime, if you have any questions or need further information, do not hesitate to reach out. I look forward to collaborating with you.

Thank you, and I am excited to get started!

Best regards,
Nidhi Meena
MERN Stack Developer
ABC Infotech
6353654512