

• \nearrow \times

pankaj.kumar@wipro.com

Subject: Thank You for the Promotion

Dear Pankaj Kumar Sir,

I am sincerely grateful for the promotion and the opportunity to grow further in my role at Wipro.
Thank you for recognizing my efforts and believing in my capabilities.

I assure you that I will continue to give my best, take on new responsibilities with full dedication, and contribute effectively to the team's success.

Once again, thank you for this honor and your trust.

Warm regards,

Nitish Kumar

Data Analytics | Wipro

Sans Serif ▾ T^T ▾ B I U A ▾ ☰ ▴ ▵ ▹ ▸ ► ▻ ▽ ▿ ▾ " ⌘ ▾

10





 Sans Serif
 













Send
 














Subject: Request for Salary Revision

pankaj.kumar@wipro.com

Subject: Request for Salary Revision

Dear Pankaj Kumar Sir,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past [12 months], I have been dedicated to my role in the Data Analytics team at Wipro, consistently meeting performance expectations and contributing to the team's success.

I have taken on additional responsibilities and continued to develop my skills to add more value to the organization. Considering my performance and contributions, I would like to kindly request a salary revision.

I am confident that my work and commitment justify this request, and I would appreciate an opportunity to discuss it further at your convenience.

Thank you for your time and understanding.

Warm regards,
Nitish Kumar Poddar
Data Analytics
Wipro
Email: [nitishkumarpoddar123@gmail.com]
Phone: [8084977600]



Send



Subject: Resignation from the Position of [Team Leader]

pankaj.kumar@wipro.com

Subject: Resignation from the Position of [Team Leader]

Dear Pankaj Kumar Sir,

I hope this message finds you well.

I am writing to formally resign from my position as [Team Leader] in the Data Analytics department at Wipro, effective from [Last Working Date (15-07-2025)]– usually after notice period).

This was not an easy decision for me, as I have learned and grown professionally during my time at Wipro. I am truly grateful for the opportunities, guidance, and support I have received from you and the entire team.

I will ensure a smooth transition by completing any pending tasks and assisting in knowledge transfer during my notice period.

Thank you once again for everything. I hope to stay in touch and wish Wipro continued success.

Warm regards,
Nitin Kumar Poddar
Data Analytics
Wipro
Email: [nitinkumarpauddar123@gmail.com]
Phone: [8084977600]

Sans Serif ▾ T^T ▾ B I U A ▾ ▾ " ⌂ ▾

Send

