

THANK YOU FOR YOUR GUIDANCE

mewadapavan796@gmail.com

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| Dear, Mr.Pawan Sir

I would like to sincerely thank you for your constant guidance and encouragement. Your leadership and constructive feedback have not only helped me improve my skills but also given me the confidence to handle responsibilities more effectively.

From my perspective, the biggest reason I am grateful is the way you trust your team and give us opportunities to learn. It motivates me to perform better every day and pushes me to achieve higher standards.

I truly appreciate being part of your team and look forward to contributing further under your guidance.

Best regards,

Vikash mewada

{ Desktop support Engineer }

Resignation – Vikash Mewada, Hardware & Network Support Engineer

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Resignation – Vikash Mewada, Hardware & Network Support Engineer

Dear Sir,

I am writing to formally resign from my position as **Hardware & Network Support Engineer** at kapil computers pvt ltd, with my last working day being [**20th september 2025**].

I sincerely appreciate the opportunities I have had to grow professionally, particularly in **hardware troubleshooting, network configuration, and IT system management**.

Working with this team has been a valuable experience, and I am grateful for the guidance and support I have received.

I am committed to ensuring a smooth handover of my responsibilities and will do my best to assist during the transition period.

Thank you for your understanding, and I hope to maintain a positive relationship going forward.

Best regards,

Vikash mewada

{ Hardwarde and Network Support Engineer }

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Request for Salary Revision – Vikash Mewada, Hardware & Network Support Engineer

Dear Sir,

I hope you are doing well. I am writing to kindly request a review of my current salary. Over the past 2 year at kapil computers pvt ltd. I have worked as a **Hardware & Network Support Engineer**, where I have contributed in:

- Installing, configuring, and maintaining **routers, switches, and firewalls** to ensure smooth network operations.
- Handling **desktop and server upgrades** with minimal downtime.
- Providing **technical support and troubleshooting** to resolve user issues efficiently.
- Assisting in **network security implementations** and improving overall system performance.

Considering my contributions and the additional responsibilities I have taken on,

I believe a salary adjustment would be a fair recognition of my work and dedication.

I would be grateful if we could schedule a time to discuss this matter further.

Thank you for your support and consideration.

Best regards,

Vikash mewada

{ Hardwarde and Network Support Engineer }

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Reminder: Network Switch Configuration – Pending Update

Dear Sir,

This is a kind reminder regarding the **pending network switch configuration** for the 3rd floor office systems, which was scheduled for **21st September 2025**.

As this update is crucial for stable connectivity and smooth desktop operations,

I kindly request an update on its completion or your guidance on the next steps.

Best regards,

Vikash mewada

{ Hardwarde and Network Support Engineer }

Inquiry Regarding Desktop System Upgrade Plan

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Dear Sir,

I hope you are doing well. I would like to request information regarding the **desktop system upgrade plan** for our department. Could you please confirm the required specifications and the expected timeline for implementation?

This information will help me prepare a proper hardware checklist and ensure smooth execution.

Looking forward to your guidance.

Best regards,

Vikash mewada

{ Hardware and Network Support Engineer }

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