

## Sample Mails

### 1. **Subject** – Application for job opening

Hello abc,

As per the job posted on Naukri dated '--/--/--'for 'tittle' (Hadoop developer), please consider my profile for the open position with 'company name'.

I am having 3 year of working experience in Hadoop/Spark (MEAN stack) development, please find my required details as below and profile in attachment.

Optional- Find the required details as below

- 1- Total experience-
- 2- Relevant experience-
- 3- Current CTC-
- 4- Expected CTC-
- 5- Notice period-
- 6- Current Location-

Thanks

XYZ

**2. Subject** - Received mail for open position from company/HR – reply to received job opening mail.

Subject- Application for Hadoop opening/ same subject as received mail.

Hello HR name,

Please consider my profile with 3 year of working experience in Hadoop/Spark (MEAN stack) for the open position.

Find the required details as below

- 1- Total experience-
- 2- Relevant experience-
- 3- Current CTC-
- 4- Expected CTC-
- 5- Notice period-
- 6- Current Location-

## Sample Mails

Let me know anything else is required, and find the profile in attachment/as attached.

Thanks

xyz

**3. Subject-** Resume shortlisted and Interview scheduled/ confirmation for interview.

Subject- Same as you receive mail.

Hello HR name,

Thanks for considering my profile for 'tittle'.

I will be available for the technical discursion/Interview on 'DD/MM' on schedule time (HH:MM) day (M/T/W).

\*Note: Telephonic, skype, face to face.

Thanks and Regards,

Xyz

**4. Subject-** Asking to share documents to schedule your interview/ documents required after selection.

Hello HR name,

Please find the required docs as attached.

1- Last 3 months salary slip

2- 10<sup>th</sup> /12<sup>th</sup> graduation mark sheet scan copies

3- ID proof

Thanks and Regards,

Xyz

## Sample Mails

**5. Subject-** Interview status – prefer to discuss on call. \*\*\*\*\*

Subject- Interview Feedback scheduled on job title dd/mm.

Hello HR name,

Thanks for giving me opportunity of technical /telephonic/skype first/second/MR/HR round with 'company name' / 'job tittle'.

Please share the feedback of my interview held on dated 'dd/mm' day of week.

Regards,

xyz

**6. Subject-** Received mail Offer letter.

Subject- Same subject line as received in mail.

Hello HR name,

Thanks for sending the offer and accepting my candidature for the position.

Please consider this as my acceptance of offer letter.

Let me know the further process I have to complete/ Let me know if anything else required from my side. \*\* And share the joining details.

Note\*\*- if joining details are not shared.

Thanks and Regards,

Xyz

**7. Subject-** Received mail for joining confirmation

Subject- Same Subject line as received in mail.

Hello/Hi HR name,

Please consider this mail as the acceptance and confirmation for joining 'company name' on date (DD/MM).

Regards

Xyz

\*Note: Company name is optional.

Ask for relocation joining bonus, accommodation, documents needs to carry on DOJ, joining location client/company, TA.

## Sample Mails

### **8. Subject** – Resignation mail/ separation mail.

Subject- Resignation/ Resignation from (current designation name)/  
Separation from (current designation name)

Hello HR/ Manager name,

Please accept this as my formal resignation from (current designation name).  
My last working day will be dd/mm. I am grateful for all of your support during  
my time here and deeply appreciate all of the valuable experiences I have  
gained.

Regards,  
xyz

### **9. Subject**- Forwarding separation mail/ resignation mail to selected company HR

Subject- Resignation from (current company name and designation)/  
Resignation

Hello HR name,

Please find the resignation mail as appended. Please let me know if anything  
else is required from my side.

Thanks and regards.  
xyz

**\*\* Note-** 1. Forward resignation mail from office ID to personal ID  
2. Forward this resignation mail from personal ID to selected  
company HR/ consultancy.

## Sample Mails