

Thank you Email

From: sameerxxx@gmail.com
To: rajxxx@gmail.com
Subject: Thank You — Web Development Project

Dear Raj,

Thank you for taking the time to meet with me today to discuss the web development project. I appreciate the opportunity to learn more about your vision and requirements.

This conversation made me even more interested in the project. I believe my front-end web development skills fit your needs well.

I have attached my portfolio for your review, which showcases some of my previous work.

Please do not hesitate to contact me if you need any further information. I look forward to hearing from you soon.

Sincerely,

Sameer Jadav

Letter of Apology

From: sameerxxx@gmail.com
To: joshxxx@gmail.com
Subject: Apology for Delay in Web Development Project

Dear Josh,

I apologize for the delay in delivering the web development project. We missed the agreed deadline of 01/03/2025. I get that this may cause problems, and I fully own up to missing the timeline.

The delay was due to unforeseen complexities that arose during the development process. Specifically, we encountered unexpected compatibility issues with AWS.

We are working hard to fix these problems. We expect to be done by 10/03/2025. We are committed to ensuring the final product meets your expectations.

Thank you for your understanding and continued patience. We value your business and are dedicated to delivering a high-quality product. Please do not hesitate to contact me if you have any questions or concerns.

Sincerely,

Sameer Jadav

Asking for a Raise in Salary

From: sameerxxx@gmail.com
To: jackxxx@gmail.com
Subject: Salary Review Request — Sameer Jadav

Dear Jack,

I am writing to formally request a review of my current salary. I have worked at Netflix as a Frontend Developer for 2 years. During this time, I have exceeded expectations and made important contributions to both the team and the company.

Since starting in this role, I have:

- Led the development of live streaming on Netflix. This brought a 20% boost in user engagement and cut page load time by 15%.
- Mentored junior developers on the team, contributing to their growth and improving the overall skill set of the frontend team.
- I kept up with the latest frontend technologies and best practices. This includes React, Next.js, and TypeScript. I also successfully used these tools in our projects.

I am requesting a 15% salary increase. This is based on my performance, contributions, and the current market rates for Frontend Developers in Ahmedabad. I am confident that this salary reflects the value I bring to the company.

I look forward to helping Netflix succeed. I'm available to discuss my request whenever you're free. Thank you for your time and consideration.

Sincerely,

Sameer Jadav

Introduction Email to Client

From: sameerxxx@gmail.com
To: andiexxx@gmail.com
Subject: Web Development Project — Introduction and Next Steps

Dear Ms. Andie,

My name is Sameer Jadav, and I'm a freelance web developer. I'm writing to formally introduce myself as the developer who will be working on your web development project, as discussed with Sarah.

I'm excited to begin working on the development of your e-commerce platform. I understand that the primary goals for this project are to improve user engagement and increase online sales.

To ensure a smooth start, I propose we schedule a brief introductory call next week to:

- Confirm the project scope and timeline.
- Discuss your preferred communication methods.
- Address any initial questions you may have.

Please let me know what time and day works best for you. I am available on Tuesday afternoon.

In the meantime, please feel free to reach out if you have any urgent questions. I look forward to a successful collaboration.

Sincerely,

Sameer Jadav

Resignation Email

From: sameerxxx@gmail.com
To: ajayxxx@gmail.com
Subject: Resignation — Sameer Jadav

Dear Ajay,

I am writing to formally resign from my role as Frontend Developer at Amazon. My last day of work will be 19/03/2025.

My reason for resigning is that I am relocating to Germany.

Thank you for the opportunity to work at Amazon for the past three years. I have learned a great deal and appreciate the experiences I have gained during my time here.

I am committed to ensuring a smooth transition during my departure. Please let me know how I can best assist in the handover of my responsibilities.

Sincerely,

Sameer Jadav