

EMAIL

- THANK YOU EMAIL

From: rutuparmar2116@gmail.com

To : nextgenpharmaceuticals@gmail.com

Cc: Manager of the company.

Subject: THANK YOU FOR OPPURTINITY.

Dear manager, hope this mail finds you well. Many thanks for offering me this job opportunity to join the NextGen Pharmaceuticals as Data Analyst. Now I assure you being a part of your team through my dedication and hard work I do my best to support the company' growth and success.

I am very grateful to be a part of your team. Thank you for placing trust in me.

Warm Regards,

Ritika Mahendra Parmar

(Data Analyst).

- EMAIL ASKING RAISE IN SALARY

From: rutuparmar2116@gmail.com

To : nextgenpharmaceuticals@gmail.com

Cc: Manager of the company.

Subject: CURRENT COMPENSATION REVIEW REQUEST

Dear Manager, hope this message finds you well. As our company continuously growing in past 5 years as per statistics. I would kindly request to review of my current compensation. According my work profile my salary is less as per market standards. Please compensate the current salary I would appreciate the opportunity to discuss the adjustments in the salary.

Please let me know the convenient time for us to have this conversation.

Sincerely,

Ritika Mahendra Parmar (Data Analysts).

- REMINDER EMAIL

From: rutuparmar2116@gmail.com

To : nextgenpharmaceuticals@gmail.com

Cc: Manager of the company.

Subject: GENTLE REMINDER ON SALARY REVIEW.

Good morning Sir, hope you were doing well. This is the gentle reminder about the hike of the salary and schedule regarding the conversation. It has been passed for two weeks from initial request and I am still hopeful for your answer. I understand how the busy schedule can get but I would also appreciate the opportunity for the discussion.

It would be grateful for me to have the meeting for discussion whenever you have time.

Sincerely,

Ritika Parmar

(Data Analysts).

- REQUESTING HELP EMAIL

From: rutuparmar2116@gmail.com

To: nextgenpharmaceuticals@gmail.com

Cc: Manager of the company.

Subject: Request for guidance with Medication-Related Issue

Dear manager, hope this mail finds you well. I am writing this to seek your guidance regarding the challenge I am facing with the medication data on which we were working with. Specifically, I have noticed that there was a delayed update in the medication tracking system. I have taken the initial steps to resolve this problem but it still remains unresolved.

So, I kindly request your guidance in helping the company to resolve this problem as promptly as possible, given its impactful results.

Respectfully,

Ritika Parmar (Data analyst).

- QUOTATION EMAIL

From: nextgenpharmaceuticals@gmail.com

To: curelifepharmaceuticals@gmail.com

Cc: Manager of the company.

Subject: QUOTATION FOR SUPPLY OF PARACETAMOL TABLETS

Dear recipients (Cure life pharmaceuticals),
We are grateful for your interest in our pharmaceutical products.
Please find below the quotation for Paracetamol tablet 500 mg as requested: -

PRODUCT	PARACETAMOL TABLET (500 mg)
PACKAGING	STRIP OF 10 TABLET
QUANTITY	10,000
UNIT PRICE	25 /-
TOTAL COST	2,50,000
GST	15%
VALIDITY	VALID UNTIL 30 JUNE 2025
DELIVERY TIME	WITHIN 5 DAYS FROM RECIPEINT CONFIRMED ORDER
PAYMENT	50% ADVANCE 50% UPON DELIVERY
CERTIFICATION	ALL MEDICINES ARE MANUFACTURED UNDER GMP.

Feel free to contact us for further information about this product or to customize your order.

Thankyou,

Ritika Parmar,

Assistant Manager,

NextGen Pharmaceuticals Pvt.Ltd

Contact us :- 8888-666-888.