
THANK YOU EMAIL

Dear sir,

Greetings of the day. I am writing to express my sincere gratitude for the recent promotion to manger at HITECH. I am truly honored and thrilled to have the opportunity to contribute to the continued success of our team. I want to convey my appreciation for the confidence you have shown in my abilities and the trust you have placed in me with this promotion. It is truly a privilege to be recognized for my efforts and dedication to the company.

I am excited about the new challenges and responsibilities that come with my role, and I am committed to giving my best effort to meet and exceed expectations. I look forward to contributing to the success of our team and the overall growth of HITECH.

Once again, thank you for this wonderful opportunity. I am enthusiastic about the future and proud to be a part of such a dynamic and forward-thinking organization.

Sincerely,

Vivek Hirani

ASKING FOR A RAISE IN SALARY

Dear sir,

Greetings of the day. There are already 2 years that I have been working for your organization as a team leader. I was always loyal and dedicated to BERKO technologies. All the assignments and projects I was handling were submitted on time without any delays. You probably know that I get low payment and have asked for salary increment last year. I attempted to ask for the salary increments but I did not get a reply from you.

The reason that I am asking for a rise of my salary is that my current payment is too low for covering the expenses of my family. Recently I have received the job offer from SONY technologies and the salary is relatively higher. However, I am dedicated to our company; therefore, I decided to write you this letter once more.

Kindly ask you to consider my request.

Sincerely,

Vivek Hirani

RESIGNATION EMAIL

Dear sir,

Greetings of the day. I have decided to resign from my position as manger at HITECH, effective on 20th june 2024.

This decision was not made lightly. It's been a privilege to have had the opportunity to work for HITECH. I am sincerely grateful for all the opportunities and growth over the past 3 years with HITECH, and I am confident that the team will continue to thrive.

Thank you again for everything. I wish HITECH continued success.

Sincerely,

Vivek Hirani

QUOTATION EMAIL

Dear sir,

Greetings of the day. I am writing this letter to inform you that I am planning to upgrade my computer system. I request you to send me a detailed quotation regarding requirements for the up gradation of my computer system.

Here is the list of items I would like to upgrade:

- Graphics card of 2GB
- RAM 2GB
- HDD capacity of 500GB

I have a kind request to you to please do guide me in selecting the latest upgrades and branded company. The price range and the quality should be according to my satisfaction. Kindly send me the quotation for the following items and get in touch with me as soon as possible.

Sincerely,

Vivek Hirani

REMINDER EMAIL

Dear sir,

I hope your week is going well.

The Editorial team is prepping for the Q4 Content Planning meeting this coming Thursday, August 26th at 11 am ET. We're excited to hear your ideas for combining our Marketing and Editorial efforts for the annual holiday campaign.

To make everything run smoothly, I'm asking everyone involved to submit their presentation slides by Monday, August 31 at 5 pm ET. If you have any questions, please send them my way.

I appreciate your time here and look forward to hearing your ideas.

Sincerely,

Vivek Hirani