

1. Thank You Email

To: subham12@gmail.com

From: yash24@gmail.com

Subject: Thank you for your time and support for career regarding..

Dear Sir

I want to sincerely thank you for your time and support in guiding My career development. Your advice and insights have given me A clearer perspective on my professional path, and I truly value The encouragement you provided.

The resources and suggestion You shared will help me make more informed decisions as I move Forward. I am grateful for your generosity and willingness to invest In my growth . your support has made a meaningful impact and I Look forward to applying your guidance in my career journey.

Best regards,

Yash Gondaliya

2.Reminder Email

To: sneha28@gmail.com

From: yash04@gmail.com

Subject : Friend reminder to complete task

Dear Mam

I hope you're doing well. I just wanted to give
You a quick reminder about the task we talked about briefly
Mention the task. It would be great if could finish it by specific
Date of or time so we can stay on schedule.

If you're busy or need more time, no problem, just
Let me know. I really appreciate your help with this and I'm grateful
For your support please reach out if you have any questions.

Thanks again,

Yash gondaliya

3.Resignation Email

To: nirav12@gmail.com

From: yash01@gmail.com

Subject: Notice Of Resignation From The Post Of Co-Manager

Dear Sir

I am writing to formally submit my resignation
From my position as Co-Manager at TCS company effective last
Working day e.g. two weeks from today. This was not an easy
Decision, but after careful consideration I believe it is the right
Step for my personal and professional growth.

I am grateful for the opportunities support and
Teamwork I experienced during my time here. I will do my best to
Ensure a smooth transition and complete any pending responsibilities
Before my departure.

Sincerely,

Yash Gondaliya

4. Asking for a Raise in Salary

To: harsh15@gmail.com

From: yash21@gmail.com

Subject:

Dear Manager

I hope this message finds you well. I would like to formally request a review of my current salary. Over the past time period, I have taken on additional responsibilities and contributed to specific achievements or results. I believe these efforts have added value to the team and the company.

I would appreciate the opportunity to discuss a possible adjustment to my compensation that reflects my contributions and dedication. Please let me know a convenient time to meet and talk about this further.

Best regards,

Yash Gondaliya

5. Introduction Email to Client

To: meet08@gmail.com

From: yash24@gmail.com

Subject: Looking Forward To Working With You

Dear Sir

I hope this message finds you well. My name is Yash Gondaliya and I am pleased to introduce myself as your Role e.g. account manager project lead at TCS company. I will be Your primary point of contact and am here to support you with Any question, updates or requirements.

I truly value the opportunity to collaborate With you and your team and I am confident that together we can Achieve excellent results. Please feel free to reach out to me anytime I am happy to help.

Best regards,

Yash Gondaliya