

Thank You

From : aryanparmar5116@gmail.com

To : mansi785@gmail.com

Subject: Thank you for Mentorship

Dear Mansi,

I wanted to express my heartfelt thanks for mentoring me during my internship at XYZ Corporation. Your guidance and support helped me grow professionally and personally. Thank you for investing your time and expertise.

Your insights on industry trends and best practices were invaluable. I'm grateful for the opportunity to learn from someone as experienced as you.

Thank you again, and I wish you continued success.

Best regards,

Aryan Parmar

Reminder

From : aryanparmar5116@gmail.com

To : mansi785@gmail.com

Subject: Reminder: Project Submission Deadline

Dear Mansi,

This is a friendly reminder that the project submission deadline is approaching 12/10/2024 . Please ensure that all necessary documents are uploaded to the designated platform by 5:30 .

To confirm your submission, kindly reply to this email or contact me at 7048326811.

Thank you for your prompt attention.

Best regards,

Aryan Parmar

Resignation

From : aryanparmar5116@gmail.com

To : mansi785@gmail.com

Subject: Resignation from Marketing Manager Position

Dear Mansi,

Please accept this email as formal notice of my resignation from my position as Marketing Manager at XYZ Corporation, effective two weeks from the date of this email (Friday, March 17th).

I've appreciated my time at XYZ and am grateful for the experience. However, I've decided to pursue new challenges.

I'll ensure a seamless transition of my responsibilities and complete any outstanding tasks. If you need assistance with finding and training my replacement, please let me know.

Thank you for the opportunity.

Sincerely,

Aryan Parmar

Asking for a raise in salary

From : aryanparmar5116@gmail.com

To : bhaveshshah2010@gmail.com

Subject: Salary Review Request

Dear Bhavesh Shah,

I hope this email finds you well. I wanted to discuss my current compensation package and request a salary increase. Over the past year, I've taken on additional responsibilities, consistently delivered high-quality results, and made significant contributions to the team.

Some key achievements include:

- Successfully leading a Marketing project.
- Exceeding performance goals by 78%.
- Developing and implementing processes .

Market research indicates that my salary is below industry standards for someone with similar experience and qualifications. I believe my hard work and dedication warrant a salary adjustment.

Specifically, I'm requesting a salary increase from \$60,000 to \$75,000 per year. This reflects a 25% increase, aligning with industry norms.

I'd appreciate the opportunity to discuss this request with you in more detail. Would you be available for a meeting next week?

Thank you for considering my request.

Best regards,
Aryan Parmar

Quotation

From : aryanparmar5116@gmail.com

To : bhaveshtshah@gmail.com

Subject: Quotation for Web Development Services

Dear Bhavesh Shah,

Thank you for considering our web development services. Below is a detailed quotation for your project:

Project Details:

- Website design and development
- 5-page website with CMS integration
- Responsive design for mobile and tablet devices

Pricing:

- Total cost: \$10,000
- Breakdown:
 - Design: \$2,000
 - Development: \$6,000
 - Testing and deployment: \$2,000
- Taxes (10%): \$1,000
- Total: \$11,000

Payment Terms:

- 50% deposit upon project commencement
- 50% balance upon completion
- Payment methods: Bank transfer or credit card

Validity:

This quotation is valid for 14 days from the date of issue.

Next Steps:

Please confirm acceptance of this quotation by signing and returning the attached document. If you have any questions or require clarification, please don't hesitate to contact us.

Thank you for your business.

Best regards,

Aryan Parmar