

1. Thank you Email

From:arunmakwana@17gamil.com
To: aravmehta@217gmail.com

Sub: Thank you for your support

Dear Sir,

i am writing this email for thanking you for your support, your helping nature and your supportive behavior is very helpful for my work.
it was a pleasure working with you, and i wish you will help me in future opportunities to connect again.

Thank you once again for your everything!

Best regards,
Arun Makwana

2.Asking for Raise in salary

From:aayush111@gmail.com
To:aakashTrivedi20@gmail.com

Sub: increment of salary

Dear Manager,

i writing this email to you for my salary increment. i want my salary to increase.
i think this is right period to increase salary. over the past i have taken addition responsibilities, contributed to and have worked hard for company success.

you will look into this and call me for this topic,
thank you for your time and consideration.

Best regards,
Aayush Parmar
M.R

3.Resignation Email

From:nileshshing23@gmial.com
To:mt00@gmail.com

Sub: Resignation notice

Dear Sir,

I hope this message finds you well. i am writing this email for resign form my position as SEO at Inna solution, next Saturday is last day of my work.

This is tough decision for me, as i have greatly appreciate my position and dedicate time and contribution

for company success. thanking you to all for your support and helping nature.

thank you again for the opportunity.

Best regard,
Nilesh Rawat
SEO
978XXXX908

4.Email to your Boss About a problem (requesting Help)

From:aahutipatel1@gmail.com
To:janavibhatt@88gmail.com

Sub: Requesting help

Dear ma'am,

I hope are you fine, now i writing this email for your help. since of days i working on company's product(mobile-S1).i found some problem in our product.
i tired with my best efforts to resolve it but it's not working properly.so, please look into this and helping me for resolve it for company's success.

Thank you for your time, and i look forward to your advice.

Best regards,
aahutipatel
Senior Engineer
9090XX9090

5.introduction Email to Client

From:rakhimehra123@gmail.com
To:keval23@gmail.com

Sub: Introduce myself

Dear sir,

I hope you are fine, my name is Rakhi Mehra, and i am product manager at Gita sales. i want to introduce myself and show you my excitement for this opportunity.
At Gita sales we providing beauty care products. we are excited to have this opportunity to work with you and looking a strong partnership with you in future. if you have any question or need more information, please meet me directly, i would b happy to meet you.
thank you for choosing our company.

Best regards,
Rakhi Mehra
product manager
Gita sales
9898XX9898

