

1. Thank you email

From: aryanprajapati2123@gmail.com

To: meetthakkar07@outlook.com

Subject: Thank you for your second interview

Dear Mr.Johnson

I hope you are well. I just wanted to say thank you so much for writing me a letter of reference for the job at Reliance Industry.

I really appreciate you taking the interest in our company to work with. I am happy to have a good candidate like you for long term association.

We are arranging the second round of the interview and fixing the date.

Once it is fixed. We will inform you in advance.

Again, thank you so much. I greatly appreciate your assistance with my Job search.

Sincere,
Aryan Prajapati

3. Reminder Email

From: aryanprajapati2123@gmail.com

To: krishpatel@gmail.com

Subject: **Reminder for business meeting**

Dear Krish,

I hope you are ready for the meeting tomorrow. This is a reminder in case you have forgotten the tomorrow special meeting about the Projects OIL which will be conducted at 4PM.

Here is an attachment of what will be covered in tomorrow's meeting.

Your co-worker,
Aryan Prajapati

5. Email of inquiry for requesting information

From: aryanprajapati2123@gmail.com

To: akshar144@gmail.com

Subject: inquiry for requesting information

Dear akshar,

I am Mr. Aryan Prajapati, marketing representative of vegetables supreme. We are interested in purchasing and selling your product, organic vegetables, in our grocery store. We read your promo materials regarding the products that are currently being sold at specific discounted pieces.

We would like to inquiry some details about your product:

- Where are the vegetables grown and how do you ensure that they are organically grown?
- Would you be able to supply vegetables that you do not have but we would specify?
- Would you be able to provide a regular supply of vegetables delivered fresh everyday?

I would be happy to talk to you about the details of your product as we hope to add organic vegetables to our grocery soon. Please contact me at 020 8805 8367.

Thank You,
Sincerely,
Aryan Prajapati

7. Asking for a raise in salary

From: aryanprajapati2123@gmail.com

To: surendravarma07@gmail.com

Subject: Raise in salary

Dear Sir/madam,

I enjoy working here and appreciate the challenges that my position provides me every day.

Though I am grateful for the professional opportunities the company offers me, I regret to tell you that my current job doesn't meet my expectations.

As you know, my salary hasn't changed since [date].

Therefore, the purpose of this letter is a request for a pay raise meeting. At this meeting, I'd be happy if we could review my performance level and discuss the salary issue.

I strongly believe that my contribution justifies a raise in salary, because the salary level should be the industry averages, my current competencies and performance.

Thank you in advance,
Aryan Prajapati

9. Resignation email

From: aryanprajapati2123@gmail.com

To: mohitshah33@gmail.com

Subject: Resignation email

Dear Mohit sharma,

I am sorry to say but the work I am doing is risky and I feel unconfident doing that work. I will work for two weeks.

I feel blessed to have worked with you, you have always motivated me.

Thank you for understanding and for being my mentor.

Sincerely,
Aryan Prajapati