Asking for a raise in salary

From: [bharatjatiya26@gmail.com](mailto:bharatjatiya26@gmail.com)

To: [manager@gmail.com](mailto:manager@gmail.com)

Subject: Request for Salary Review

Dear sir/ma’am,

I hope you are doing well. I am writing to formally request a review of my salary, as I have now been with Tops Technologies for over two years. During this time, I have been committed to contributing to our team and achieving the company’s goals.

In the past two years, I have taken on Data Analysis an FTTx solution leveraging SDN principals involves automating switch installations. I believe these contributions have added value to the organization and reflect my growth and dedication in this role.

Please let me know if we could arrange a time to discuss this in more details. I am eager to continue contributing to the company’s success and appreciate your time and consideration of my request.

Yours faithfully,

Bharat Jatiya

Quotation email

From: [bharatjatiya26@gmail.com](mailto:bharatjatiya26@gmail.com)

To: [asuslaptop-dealer@gmail.com](mailto:asuslaptop-dealer@gmail.com)

Subject: Request for Quotation– 100 laptops for Tops Technologies Pvt. Ltd.

Dear sir/ma’am,

I hope this message finds you well. As requested, I am writing to request a quotation for 100 laptops for Tops Technologies Pvt. Ltd. Below are the specifications we are looking for:

Specifications:

* Brand: HP
* Processor: AMD Ryzen 7
* RAM: 16GB
* Storage: 512GB SSD
* Screen size: 14’’
* Operating system: Windows 11 pro
* Graphics Card: 4 gb

Please provide the following details along with the quotation:

* Unit price and total cost for 100 laptops
* Warranty period
* Estimated delivery time
* Payment terms
* Any available discounts for bulk orders

If you required any further information, feel free to reach out to me. I would appreciate it if you could send the quotation at your earliest convenience, as we eager to move forward with this purchase.

Thank you for your time and assistance. I look forward to your response.

Yours faithfully,

Bharat Jatiya

Tops technologies Pvt. Ltd

Reminder Email

From: bharatjatiya26@gmail.com

To: [Students@gmail.com](mailto:Students@gmail.com)

Subject: Reminder: Module-1) Assignment Due on July 25,2025

Dear Student,

I hope this message finds you well. I wanted to kindly remind you about the task, email writing on the any 5 out of the 10 scenarios which is due on July 25,2025. Submit this within the timeline.

If you have any questions or need clarification, feel free to reach out to me before the due date. I am here to help!

Thank you for staying on top of your work, and look forward to receiving your submission.

Yours faithfully,

Bharat Jatiya

Resignation email

From: bharatjatiya26@gmail.com

To: [Manager@gmail.com](mailto:Manager@gmail.com)

Subject: Resignation Notice – Bharat Jatiya

Dear sir/ma’am,

I hope this message finds you well. I am writing to formally resign my position as senior Data Analysis at Tops Technologies, my last working day will be July 10, 2025.

I want to express my sincere gratitude for the opportunities I have had during my time at Tops Technologies. The experience and knowledge I have gained here have been invaluable, and I am truly grateful for your support and guidance.

I will do my best to ensure a smooth transition during my remaining time here and am happy to assist in training a replacement or handing off my responsibilities. Please let me know how I can help in this regard.

Thank you once again for the opportunity to be part of this team. I look forward to staying in touch and wish the company continues success.

Yours faithfully,

Bharat Jatiya

Thank you Email

From: [bharatjatiya26@gmail.com](mailto:bharatjatiya26@gmail.com)

To: [topstech@gmail.com](mailto:topstech@gmail.com)

Subject: Thank You for the Opportunity

Dear sir/ma’am,

I would like to express my sincere gratitude to the entire team at TOPS technologies for providing such a wonderful platform to learn Data Analysis. The course has helped me gain practical knowledge of tools. I am truly excited and grateful to begin my career with such a reputable organization.

I look forward to contribute to the team’s success and learning as much as I can. I am confident that this role will help me grow professionally, and I am committed to giving my best efforts.

Thank you again for believing in my potential. I cannot wait to start working with you and the team.

Yours faithfully,

Bharat jatiya.