**ASSIGNMENT**

**1.Thank you Email:-**

To: xyz company

From: [chinalsuthar77@gmail.com](mailto:chinalsuthar77@gmail.com)

Subject: Thankyou for accepting me as an intern

Dear Sir/Ma’am

Thankyou for considering me as an intern at your company for the

position of an data analyst as a fresher. I am looking forward to work

with you and I will try to give my best .

Regards

Chinal

**2.Asking for a Raise in Salary:-**

To: xyz company

From: [chinalsuthar77@gmail.com](mailto:chinalsuthar77@gmail.com)

Subject: Request for salary increment

Dear Sir/Ma’am

I hope you find this email. I am working as a data analyst at your company and I have been getting so many opportunities and growth in your company. I have been working here since so long now and I also appreciate being working here with such a great team but I request you for an increment in my salary because I am doing great in my work with my skills.

I hope that you will look into my current salary and we can discuss about this further.

Best regards

Chinal

**3.Resignation Email :-**

To: xyz company

From: [chinalsuthar77@gmail.com](mailto:chinalsuthar77@gmail.com)

Subject: Resignation letter

Dear Sir/Ma’am

I hope you find this email. I am writing this email to resign from your xyz company from my position as an data analyst. I want to inform you that after 2 weeks i won’t be coming here. I hope you accept my resignation letter.

Thankyou

Chinal

**4.Email Asking for a Status Update:-**

To: xyz company

From: [chinalsuthar77@gmail.com](mailto:chinalsuthar77@gmail.com)

Subject: salary increment status

Dear Sir/Ma’am

I hope you find this email. I kindly wanted to know about my salary update status that we discussed few days back. I would appreciate if you provide any information about salary update.

Regards

chinal

**5.Email of Inquiry for Requesting Information :-**

To: xyz company

From: [chinalsuthar77@gmail.com](mailto:chinalsuthar77@gmail.com)

Subject: Inquiry about your company

Dear

I hope you find this email. I am reaching out to you because I want to know more about xyz company about what environment you have in the company, what opportunities and timings.

Could you please provide me with any information or about a person whom I can contact about the details.

I will wait for your response.

Thankyou

Chinal