

## **1. Email Asking for a Status Update**

**Subject: Email Asking for a Status Update**

**Dear Sir/Madam,**

**I hope you are doing well.**

**I am writing to kindly follow up and check the current status of my request/application submitted earlier. I would appreciate it if you could provide any updates or let me know if any additional information is required from my side.**

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

**Best regards,**

**Ketan Panchal**

## **2. Resignation Letter**

**Subject: Resignation Letter**

**Dear Sir/Madam,**

**I hope this message finds you well.**

**I am writing to formally resign from my position at TOPS Technologies, effective from 10 January 2026, in accordance with the notice period requirements.**

**I am grateful for the opportunities, support, and guidance provided during my time here. Working with the team has been a valuable learning experience, and I truly appreciate the professional growth I have gained.**

**Please let me know how I can assist during the transition period. I wish the company continued success in the future.**

**Thank you for your understanding.**

**Sincerely,**  
**Ketan Panchal**

### **3.Request for Status Update**

**Subject: Request for Status Update**

**Dear Sir/Madam,**

**I hope you are doing well.**

**I am writing to kindly follow up on the status of my previous request. I would appreciate it if you could let me know if there are any updates or if any further information is required from my side.**

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

**Best regards,**  
**Ketan Panchal**

### **4.Thank you Email**

**Subject: Thank you Email**

**Dear Sir/Madam,**

**Thank you for your response and for taking the time to assist me.**

**I truly appreciate your support and guidance. Please let me know if any further information is required from my side.**

**Thank you once again.**

**Best regards,**  
**Ketan Panchal**

## **5.Request for Salary Review**

**Subject: Request for Salary Review**

**Dear Sir/Madam,**

**I hope this message finds you well.**

**I am writing to respectfully request a review of my current salary. During my time with the organization, I have consistently worked to fulfill my responsibilities effectively and have taken on additional tasks whenever required.**

**I would appreciate the opportunity to discuss my performance and the possibility of a salary adjustment based on my contributions to the company.**

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

**Sincerely,  
Ketan Panchal**