

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**