

Assignment

Module 1

Requesting for raise in salary

To: kukreja123@gmail.com

Subject: Proposal for raise in salary as a networking engineer.

Dear Mr. Kukreja

I hope you're having a productive week. I am writing to discuss the salary for my role as **Networking Engineer**. Over the past 5 year as a networking engineer at **Tops Technologies**, I have enjoyed contributing to the secure operation of our network infrastructure.

I have successfully improved network uptime by 19%, implemented new switching solutions, enhanced security through firewall. These have helped improve efficiency, reliability and security across the organization. Considering the scope of my responsibilities I have delivered, I would like to respectfully request to raise in my current salary.

Thank you for your time and consideration.

Best regards,

Deep Panchal

Networking engineer

Thank you email

To: kukreja123@gmail.com

Subject: Thank you for acknowledging my efforts as Networking Engineer

Dear Mr. Kukreja

I would like to thank you and express my gratitude for my recent salary raise. I appreciate your recognition of my work and the trust you have placed in me as a Networking Engineer at Tops Technology

This motivates me to continue ensuring that our network infrastructure remains reliable, secure and efficient. I am committed to contributing more toward improving my performance and supporting companies growth.

Thank you for your support and acknowledgement.

Best regards

Deep Panchal

Networking engineer

Letter of Apology

To: kukreja123@gmail.com

Subject: Apology for the delay in cloud security report

Dear Mr. Kukreja

I would like to apologize for delay in submitting the **cloud security report**. The delay was caused by additional verification required while reviewing access control, firewall policies to ensure the finding were accurate and reliable.

I understand the importance of timely submitting and I regret inconvenience this may have caused. The report is in the final stage and I will submit it by 2 days.

Thank you for your patience and understanding.

Best regards,

Deep Panchal

Networking engineer

Resignation email

To: kukreja123@gmail.com

Subject: Resignation and Gratitude – Deep Panchal

Dear Mr. Kukreja

I am writing this mail to inform you that I am formally resign from my position as **Networking engineer** at Tops Technology, effective October 1, 2025.

I really appreciate the support and opportunities I have received during my **5 years** here. I will ensure a smooth hand over of my responsibilities before my departure.

Thank you for everything.

Best regards,

Deep Panchal

Introduction email to client

To: hirenpatel2@gmail.com

Subject: Your contact for networking solution – Deep Panchal

Dear Mr. Patel

I hope this email finds you well. I am Deep Panchal, and I am a networking engineer. I will be your contact for any networking or IT related requirements for your organization.

I am looking forward to work with you and ensuring that your system runs securely. Please feel free to reach out to me for any assistance.

Thank you for the opportunity to support your business.

Best regards,

Deep Panchal