

### 1. Thank You Email

Subject: Grateful for your valuable support, Paul

Hello Paul,

Thanks for your unwavering support ever since I've joined your team. I always look up to you for inspiration and advice.

Our recent discussion on thinking out of box for testing of new Payment module has been extremely helpful. Glad to inform you that new tests have uncovered the hidden bugs in the new Payment module.

Grateful to have you as my senior!

Many Thanks,

Deepisha

### 2. Reminder Email

Subject: Gentle Reminder for Training feedback

Hello Michael,

I hope this email finds you in good spirits. I wanted to gently remind you to complete the feedback for Automation Testing training we had yesterday. Your insights are essential to further continue the training process, and I'm eager to incorporate them. Could you please provide the same at the earliest.

Kind regards,

Deepisha

### 3. Letter of Apology

Subject: Sorry for delay in response for problem occurring in new Payment module.

Hello Philipp,

I'm sorry for the delay in response. I was out of the office last week and just got back to my desk. I'm so sorry to hear about your experience with new Payment Module. I would love to learn more about what happened and how we can help resolve your issue. If you're open to it, please let me know when you have time to chat by replying to this email or giving me a call!

Thanks,

Deepisha

#### 4. Asking for a Raise in Salary

Subject: Request for a salary increase

I hope this email finds you well. First, I want to thank you so much for all the opportunities I've had to grow as Software Engineer at FNC. Working with you and the test team has been a pleasure, and I am proud to see the impact my contributions have had on our business success.

Over the past two years I've been committed to growing professionally and contributing to the company's progress. I have taken on additional responsibilities and implemented new ideas that contributed positively to our increase in total sales. With that in mind, I would like to request a salary review.

In the last two years, I have gained customer trust and also seen to it that all customer expectations are met. I have given quality to the project work and completed the task on time with maximum efficiency.

Could we schedule a meeting within the next week to discuss further? Let me know what day and time works best for you. Thank you again for all your support and for taking my request into consideration. I am looking forward to our discussion.

Best regards,

Deepisha

#### 5. Resignation Email

Subject: Resignation Notice

Hello Priya,

I hope you're doing well. I'm writing to formally inform you of my resignation as Software Engineer at FNC, with my last working day being 30th July 2025.

I truly appreciate the opportunities I've had here and am grateful for the experience, support, and knowledge I've gained. I will do my best to ensure a smooth transition and am happy to assist in handing off my responsibilities over the next 3 months.

Please let me know how I can help during this time. Thank you again, and I look forward to staying in touch.

Thanks and regards,

Deepisha