

## 1-Resignation Email

Subject: Resignation Notice

Dear Sir/Ma'am,

I hope you are doing well. I am writing to let you know that I am resigning from my position at Sky technologies, effective December 15, 2024.

Working at Sky technologies has been a great experience, and I am thankful for the opportunities I've had to grow. I have enjoyed working with such a supportive team and truly appreciate your guidance during my time at the company.

I will complete any pending tasks and help make the transition smooth.

Please let me know if there's anything else you need me to do before I leave.

Thank you again for your support, and I wish you and the company all the best.

Best regards,

Disha Patel

## 2- Email Asking for a Status Update

Subject: Request for Status Update

Dear Jack,

I hope you're doing well. I am reaching out to kindly check on the status of document review of Project.

I understand that you may have a busy schedule, but I would appreciate it if you could provide an update

at your earliest convenience.

If there's anything you need from me to help move things along, please feel free to let me know, and I'll be happy to assist.

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

Best regards,

Disha Patel

### 3-Asking for a Raise in Salary

Subject: Request for Salary Discussion

Dear Sir/Ma'am,

I hope you are doing well. I wanted to request a meeting to discuss my current salary.

Over the past 2 years, I have taken on additional responsibilities and successfully led a team.

Because of my hard work and the value I bring to the team, I think it's a good time to discuss a possible raise in my salary.

Please let me know a convenient time for you to have this discussion. Thank you for considering my request.

Best regards,

Disha Patel

#### 4-Email of Inquiry for Requesting Information

Subject: Inquiry About Washing Machine

Dear Robert,

I hope you're doing well. I am interested in learning more about Samsung Washing Machine.

Could you please provide me with details regarding its pricing and features?

Additionally, if you have any brochures, catalogs, or links with further information,

I would appreciate it if you could share them with me.

Thank you for your help, and I look forward to hearing from you soon.

Best regards,

Disha Patel

## 5-Reminder Email

Subject: Document Submission Reminder

Dear Mr. Smith,

I hope this email finds you well. I just wanted to remind you about the document submission.

As a reminder, the deadline is 03-12-2024.

If there's anything you need from my side to help with this, please let me know.

I'd be happy to assist.

Thank you for your attention to this, and I look forward to hearing from you soon.

Best regards,

Disha Patel