Resignation – Drashti Patel

me.sharma@gmail.com

Resignation – Drashti Patel

Dear Mr. Sharma,

I am writing to formally resign from my position as **Data Analyst** at **ABC Solutions**, effective **October 31, 2025**.

I sincerely appreciate the opportunities I have had during my time here, especially in working on projects such as **fraud detection analysis and customer segmentation dashboards**. I am grateful for the support and guidance provided by you and the team.

I will ensure a smooth handover of my responsibilities and assist in the transition process.

Thank you once again for the opportunity to be part of **ABC Solutions**. I look forward to staying in touch.

Best regards,
Drashti Patel
Data Analyst

recipient@email.com

Request for Salary Review

Dear Mr. Sharma,

I hope you are doing well. I am writing to formally request a review of my current salary. Over the past two years, I have contributed to developing **data dashboards, performing credit card fraud detection analysis, and improving reporting accuracy**, which have helped the team make informed business decisions.

Considering these contributions and the additional responsibilities I have undertaken, I would like to discuss the possibility of a salary adjustment that reflects my performance and value to the team.

I would appreciate the opportunity to meet at your convenience to discuss this further. Thank you for your time and consideration.

Best regards,
Drashti Patel
Data Analyst

Request for Information on Customer Behavior Data

recipient@email.com

Request for Information on Customer Behavior Data

Dear Mr. Sharma,

I hope this message finds you well. I am writing to request information regarding **the customer transaction dataset for Q2 2025**.

This data will help me **analyze customer purchase patterns and prepare a report on potential upselling opportunities**. I would greatly appreciate it if you could provide the dataset or guide me to the relevant resources.

Please let me know if you need any additional details from my side. Thank you for your support.

Best regards,
Drashti Patel
Data Analyst

recipient@email.com

Update on Data Analysis Task

Dear Mr. Sharma,

I wanted to provide you with an update on my current work. I have been focusing on **credit card fraud detection analysis**, where I am cleaning the dataset, identifying unusual patterns, and preparing initial visualizations.

My next step will be to build a predictive model and share insights that can help improve accuracy in detecting suspicious transactions. I will share a detailed report once the analysis is completed.

Please let me know if you'd like me to prioritize any specific aspect of this task.

Best regards,
Drashti Patel
Data Analyst

Thank You for Approving My Leave

manager@email.com

Thank You for Approving My Leave

Dear **Mr. Sharma**,

Thank you very much for approving my leave request for **October 10th to October 15th**. I truly appreciate your understanding and support.

I will make sure to complete and hand over all pending tasks before my leave to ensure smooth workflow.

Once again, thank you for your kind consideration.

Best regards,
Drashti Patel

Business Data Analyst