



From feniljerry96532@gmail.com

To



abc12345@gmail.com



Thank you

Dear Sir/mam,

My name is fenil jariwala.

I wanted to take a moment to sincerely thank to you for stepping in and managing my tasks during my absence. I truly appreciate it and am very grateful.

Thanks from,
Fenil



From feniljerry96532@gmail.com

To



abc12345@gmail.com



Apology for Delayed Work Completion

Dear Sir/mam,

My name is fenil jariwala.

I hope you are doing well. I want to sincerely apologize for not completing task on time. I understand the importance of meeting deadlines, and I regret not being able to deliver as expected.

Please know that I am taking the necessary steps to address the situation and will ensure that the work is completed as soon as possible.

Regards,
Fenil



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To



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Inquiry Regarding Latest Computer Accessories

Dear Sir/mam,

My name is fenil jariwala.

I hope this email finds you well. I am writing to inquire about latest computer accessories. I would greatly appreciate it if you could provide me with further details regarding of his price and specification.

If possible, please also include Product image.

Regards,
Fenil



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To



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Request for Salary Increase

Dear Sir/mam,

My name is fenil jariwala.

I hope you're doing well. I would like to formally request a review of my current salary. Over the course of my time in this role, I have consistently contributed to successfully leading projects.

Given these contributions and the value I bring to the team, I believe it is an appropriate time to discuss a salary increment.

I would appreciate the opportunity to meet with you to discuss this request further. Please let me know a convenient time for you.

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

Regards,
Fenil



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To



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Resignation Notice – Fenil Jariwala

Dear Sir/mam,

My name is fenil jariwala.

I hope you are well. I am writing to formally resign from my position as Quality Assurance at Tops Technology, effective from today to my last working day on 20/03/25.

I have enjoyed working with the team and am grateful for the opportunities and experiences I've gained during my time here. I am committed to ensuring a smooth transition and will do everything I can to assist with the handover of my responsibilities.

Thank you again for the opportunity to be a part of Tops Technology. I have learned a great deal and truly appreciate the support from you and the team.

Yours Sincerely,

Fenil Jariwala