**1. Thank You Email**

**Subject:** Thank You for Your Support

Dear Chaitanya Sir,  
I would like to sincerely thank you for your valuable support and guidance during "total transformation" project. Your insights greatly contributed to the successful outcome, and I truly appreciate your time and effort.  
I look forward to continuing our collaboration.

Warm regards,  
Gohel Miral

Junior Employee  
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**2. Introduction Email to Client**

**Subject: Introduction:** Gohel Miral**,** Chaitanya Dave

**Dear** Chaitanya Dave**,  
I hope you’re doing well. My name is** Gohel Miral**, and I am** Junior Employee **at QROLIC Infotech. I will be your primary point of contact for** "total transformation" **project.  
I look forward to working with you and ensuring a seamless experience. Please feel free to reach out at any time.**

**Best regards,**Gohel Miral

Junior Employee

QROLIC Infotech@gmail.com

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**3.Asking for a Raise in Salary**

**Subject:** Request for Salary Review

Dear Chaitanya Sir,

I hope you are well. I would like to formally request a salary review based on my performance and contributions over the past 3 years, particularly in   
I am confident that my work has added measurable value to the team, and I would appreciate the opportunity to discuss this in more detail.

Thank you for your time and consideration.

Sincerely,  
Gohel Miral

Junior Employee

**4.Email to Your Boss About a Problem**

**Subject:** Requesting Guidance on technical issues

Dear Chaitanya Sir,  
I wanted to bring to your attention a challenge I’m facing regarding System Downtime Due to Server Failure. Despite my efforts, the issue remains unresolved.  
I would appreciate your guidance on how best to proceed. If you’re available, I’d be happy to schedule a brief meeting at your convenience.

Thank you for your support.

Kind regards,  
Gohel Miral

Junior Employee

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**5. Resignation Email**

**Subject: Formal Resignation –** Gohel Miral

**Dear** Chaitanya Sir,

**I am writing to formally resign from my position as** Junior Employee **at** **QROLIC Infotech, effective July 21, 2025.**

**This decision was not easy, as I have greatly valued my time at QROLIC Infotech and appreciate the opportunities for professional and personal development.**

**Please let me know how I can support the transition process. I am committed to ensuring a smooth handover of my responsibilities.**

**Thank you again for your guidance and support.**

**Sincerely,**Gohel Miral

Junior Employee

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