Asking for a Raise in Salary

For:-bubblycoding@gmail.com

To:-habilahmed@gmail.com

Subject:-Asking for a Raise in Salary.

Dear Sir,

I enjoy working here and appreciate the challenges that my position provides me every day. Though I am grateful for the professional opportunities the company offers me, I regret to tell you that my current salary doesn't meet my expectations. As you know, my salary hasn't changed since 1st March 2024. Therefore, the purpose of this letter is a request for a pay raise meeting. At this meeting, I'd be happy if we could review my performance level and discuss the salary issue. I strongly believe that my contribution justifies a raise in salary, because the salary level should meet the industry averages, my current competencies and performance.

Thank you in advance,

Yours Sincerely,

Habil Ahmed Shaikh

Sr. Frontend Developer

Introduction Email to Client

For:-Mike@gmail.com

To:-habilahmed@gmail.com

Subject:- Introduction Email to Client

Hello Milke,

I hope you're doing well. I am Habil Shaikh, a senior frontend developer at TOPS Technologies. I have been following your work in web development for quite some time,

and I admire your approach to add animations in websites. I am writing to explore potential opportunities to work together on a website for mechanical engineer to create mechanism and add animations to it. If you're available, I'd appreciate the chance to discuss this further at your convenience.

Thank you for considering my request.I look forward to your response.

Sincerely,

Habil Ahmed Shaikh

Letter of Apology

For:-jhon@gmail.com

To:-habilahmed@gmail.com

Subject:-Letter of Apology.

Dear Madam, I am writing this letter to sincerely apologize to you for not playing good team member role and not deliver our product on time. I understand that what I did was completely wrong and unprofessional. This is the least that you and my colleagues here at this company expect from me.

Though it is impossible to change what happened now I have decided to coordinate with my team members and do time management for every tasks assigned to me so as to rectify my mistakes. Having that said, I can assure you that it will not ever happen again. Once again I sincerely apologize to you and I hope that you will accept my apologies and will provide me a chance to fix my mistakes.

Yours Sincerely,

Habil Ahmed Shaikh

(Sr. Frontend Developer)

Resignation Email

For:-AsfanShaikh@gmail.com

To:-habilahmed@gmail.com

Subject:-Resignation Email

Dear Sir, I am writing to inform you that I am resigning from my position as Sr. Frontend Developer at TOPS Technologies. Unfortunately, due to unforeseen personal circumstances, I need to provide a shorter notice period. My last day of work will be 16st March 2025.

I want to express my sincere gratitude for the opportunities and experiences I have had while working here. I have enjoyed my time at TOPS Technologies and have learned a great deal during my tenure.

I apologize for any inconvenience my sudden departure may cause and am willing to assist in any way I can to ensure a smooth transition. Please let me know if there is anything specific I can do to help during this time.

Thank you for your understanding.

Yours Sincerely,

Habil Ahmed Shaikh (Sr. Frontend Developer)

Thank you

For:-Sunny@gmail.com

To:-habilahmed@gmail.com

Subject:-Thank you Dear sir,

Thank you so much for taking the time to get to know me today. It was amazing to learn more about the web development role and your current projects at Web Company. I look forward to hearing from you about next steps. Please let me know if you need any additional information. Best regards,

Habil Ahmed Shaikh