



Harsh Jariwala <harshjariwala116@gmail.com>

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## My Apologies

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**Harsh Jariwala** <harshjariwala116@gmail.com>

To: "hemchandrajariwala@gmail.com" <hemchandrajariwala@gmail.com>

Tue, Oct 21, 2025 at 2:06 PM

Dear Shiv,

I'm really sorry for not attending the wedding function. I didn't mean to cause any inconvenience or upset you]. I truly value our friendship and I feel terrible about what happened.

I'll make sure this will never happen again. Please let me know if there's anything more I can do to make this right.

Thank you for your understanding, and I hope we can move past this.

Best regards,  
Harsh



Harsh Jariwala <harshjariwala116@gmail.com>

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## Request for More Information

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**Harsh Jariwala** <harshjariwala116@gmail.com>

Tue, Oct 21, 2025 at 2:09 PM

To: "hemchandrajariwala@gmail.com" <hemchandrajariwala@gmail.com>

Dear madam,

I hope you're doing well! I'm reaching out to learn more about your graphic design services. I recently heard about your amazing work from a colleague, and it reminded me of a creative project we discussed at a conference last year —your passion for design really stood out! Could you please share details about your service packages, pricing, and typical project timelines?

If you have any brochures, portfolio samples, or additional info, I'd love to see them. I'm also happy to hop on a call if that's more convenient for discussing this further.

Thank you so much for your time, and I'm excited to hear back from you soon!

Warm regards, harsh



Harsh Jariwala <harshjariwala116@gmail.com>

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## Request to Discuss My Compensation

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Harsh Jariwala <harshjariwala116@gmail.com>

To: "hemchandrajariwala@gmail.com" <hemchandrajariwala@gmail.com>

Tue, Oct 21, 2025 at 2:11 PM

Dear sir,

I hope you're doing well! I'm writing to kindly request a meeting to discuss the possibility of a salary adjustment. Over the past year at Horizon Solutions, I've been fortunate to contribute to projects like the successful launch of our client portal, which boosted user engagement by 20%. Working with you reminds me of our brainstorming session at the team retreat last summer—your feedback helped me grow so much, and I'm grateful for that!

Given my recent contributions, including [e.g., leading the website redesign and training two new team members], I believe my role has expanded significantly. I'd love to discuss how my work aligns with the company's goals and explore a salary adjustment that reflects my current responsibilities.

Could we schedule a time to talk about this soon? I'm happy to work around your availability. Thank you for considering my request, and I look forward to our conversation!

Warm regards,

Harsh



Harsh Jariwala <harshjariwala116@gmail.com>

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## Resignation Notice

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**Harsh Jariwala** <harshjariwala116@gmail.com>  
To: "hemchandrajariwala@gmail.com" <hemchandrajariwala@gmail.com>

Tue, Oct 21, 2025 at 2:12 PM

Dear Sir,

I hope this message finds you well. I'm writing to formally resign from my position as Marketing Coordinator at Horizon Solutions, effective two weeks from today, November 4, 2025. This was not an easy decision, as my time here has been truly rewarding. I'll always cherish our coffee chats during project planning—your guidance helped me grow so much professionally.

I'm deeply grateful for the opportunities I've had, like leading the social media campaign that increased our engagement by 15%. I'm committed to ensuring a smooth transition, so I'll wrap up my current tasks and document processes for the team. Please let me know how I can assist further during this period.

Thank you for your support and understanding. I hope to stay in touch, and I wish Horizon Solutions continued success.

Warm regards,

Harsh



Harsh Jariwala <harshjariwala116@gmail.com>

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## Thank You!

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**Harsh Jariwala** <harshjariwala116@gmail.com>  
To: "hemchandrajariwala@gmail.com" <hemchandrajariwala@gmail.com>

Tue, Oct 21, 2025 at 2:01 PM

Dear Sir,

I can't thank you enough for your amazing support with my project. Your help made such a big difference, and I'm so grateful for your kindness. It reminds me of that time we shared a quick coffee, laughed over a silly mistake, etc., which always brings a smile to my face and makes me value our connection even more.

Looking forward to catching up soon!

Warm regards,  
Harsh