Thank You Email

Harshil Patel

Junior Q/A

01-07-2025

Dhruv Dave

Manager

Exotic Infotech,

Ahmedabad

Dear Sir,

I would like to thank you Mr. Dhruv Dave and team for providing me such a pleasant experience during my training period.

This was the first ever experience of mine in any IT based company. But due to the environment of the Exotic Infotech, I never felt like I was a newcomer. Now as a junior Q/A, I will work with my full potential and make sure that my training and hard work pays off.

Hence, I would like to thank you again and your team for great assistance in completing my training.

Yours,

Harshil Patel

Letter Of Apology

Harshil Patel

Junior Q/A

01-07-2025

Dhruv Dave

Manager

Exotic Infotech,

Ahmedabad

Dear Sir,

I would like to apologize Mr. Dhruv Dave and team for extending my leave period by 3 more days.

It happened because my big bother’s marriage rituals were extended by 3 days. But I will soon get back to work as soon as possible. Also, I will update you about all my unaccomplished work within 2 days.

I would keep sure that this mistake does not happen next time. Thank you for considering my extended leave.

Yours,

Harshil Patel

Reminder Email

Harshil Patel

Junior Q/A

01-07-2025

Dhruv Dave

Manager

Exotic Infotech,

Ahmedabad

Dear Sir,

I would like to provide reminder about the leave from 01-07-2025 to 08-07-2025.

Due to the occasion of my brother’s marriage, I need leave for 8 days. I would complete the overtime to complete the work. Also, will make sure that the pending work is completed after leave.

Hence, I would like to thank you again and provide me leave for this occasion.

Yours,

Harshil Patel

Asking For a Raise in Salary

Harshil Patel

Junior Q/A

01-07-2025

Dhruv Dave

Manager

Exotic Infotech,

Ahmedabad

Dear Sir,

I would like to request for a raise in salary. Since it has been a long time I have been working in this company.

I have been in this company since 2021, that is almost 4 years. To support my financial crisis, I am in the need of the salary I deserve. The juniors of mine have already been promoted to a good salary. Also, I have worked hard and tried to give my full potential in every projects.

So, I would like you to please consider my request to raise my salary. I would feel motivated and work hard more.

Yours,

Harshil Patel

Resignation Email

Harshil Patel

Junior Q/A

01-07-2025

Dhruv Dave

Manager

Exotic Infotech,

Ahmedabad

Dear Sir,

I would like to inform you that I am resigning from my position as junior Q/A, effective from 10-7-2025.

I would like to thank you for the support and opportunities you have provided during last years. I am truly thankful for the help provided for my professional as well as my personal goals.

I would also make sure to provide assistance to the successor for this position. I would like to provide help as much as I can.

Yours,

Harshil Patel