



From hetvitarsariya12@gmail.com

To



nikunjtarsariya16@gmail.c...



Resignation from Data Analyst Position

Dear Nikunj Sir,

I hope you are doing well. I am writing to formally resign from my position as Data Analyst at Netra infotech, with my last working day being 31/10/2025.

I have decided to pursue opportunities in a different field that aligns with my career goals. I am truly grateful for the guidance, support, and valuable experiences I have received during my time with the company. Working here has been a great learning experience.

I will ensure a smooth handover of my responsibilities before my departure.

Thank you once again for everything.

Best regards,  
Hetvi



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## Request for Salary Review

Dear Nikunj sir,

I hope you are doing well. I wanted to kindly ask if my salary could be reviewed. I have been working sincerely and doing my best to contribute to the company's success.

I would be very thankful if you could consider a small increment in my salary as a recognition of my efforts and dedication.

Thank you for your time and understanding.

Best regards,  
Hetvi Tarsariya



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Request for Data to Prepare Dashboard

Dear Nikunj sir ,

I hope you are doing well. I am working on creating a dashboard and would like to request the necessary data related to sales, employee performance, project status.

The data will help me design an accurate and informative dashboard for better analysis and reporting. Please share the required details or let me know if I need to follow any specific process to get the data.

Thank you for your time and support.

Best regards,  
Hetvi Tarsariya



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Apology for My Mistake

Dear Nikunj sir ,

I sincerely apologize for the mistake I made, which caused inconvenience and loss to the company. It was never my intention to cause any problem, and I truly regret my error.

I have learned from this experience and will make sure such a mistake does not happen again in the future. Thank you for your understanding and patience.

Sincerely,  
Hetvi Tarsariya

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To



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Thank You

Dear Nikunj sir,

Thank you for approving my leave request. I truly appreciate your understanding and support. I'll make sure to complete all my pending work before my leave and ensure a smooth handover.

Thanks again for your kind consideration.

Best regards,  
Hetvi Tarsariya