Q1. Resignation Email?

Subject: Resignation Notice

Dear sir,

I hope you are doing well. Please accept this email as my formal resignation from ASM at Himatsingka textile Ltd , effective 17-3-2025.

Thank you for the opportunities and support during my time here. I appreciate the experience and learning.

Himanshu Rajpurohit

Q2. Asking for a Raise in Salary?

Subject: Request for Salary Review

Dear sir,

I hope you are doing well. I am writing to request a review of my current salary.I have enjoyed contributing to the team and taking on additional responsibilities. I believe my work has positively impacted the success of our projects, and I am proud of the progress I’ve made.

Given my increased contributions and the market rate for my position, I would appreciate the opportunity to discuss a possible salary adjustment. I am confident that my skills and dedication continue to add value to the company, and I would be grateful for your consideration of my request.

Please let me know if you would be open to scheduling a meeting to discuss this further.

Thank you for your time and consideration.

Best regards,  
Himanshu Rajpurohit

Q3. Email Asking for a Status Update?

Subject: Request for Status Update

Dear sir,

I hope you are doing well. I wanted to follow up on the web application and kindly request a status update. I would appreciate it if you could share any progress or information regarding the next steps.

If there’s anything I can assist with, please feel free to let me know.

Thank you for your time, and I look forward to your response.

Best regards,  
Himanshu Rajpurohit

Q4. Email of Inquiry for Requesting Information?

Subject: Inquiry About Available Courses

Dear sir,

I hope you’re doing well. I am writing to inquire about the courses currently offered by your institution. I am interested in learning more about java.

Could you please provide more information on the available courses, their schedules, and any requirements for enrolment? I would greatly appreciate any details you can share.

Thank you for your time, and I look forward to your response.

Best regards,  
Himanshu Rajpurohit

Q5. Reminder Email?

Subject: Follow-up on Salary Review Request

Dear sir,

I hope you’re doing well. I wanted to kindly follow up on my previous email regarding the discussion about my salary review. I understand that you may be busy, but I would appreciate any updates you can provide on the status of this request.

Thank you for your time and consideration. I look forward to hearing from you soon.

Best regards,  
Himanshu Rajpurohit