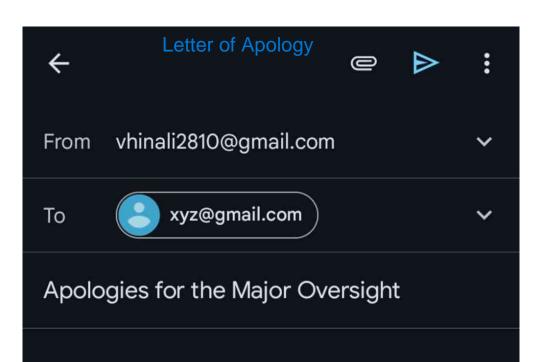


approach and encouragement.

Best regards, Hinali Vadoliya



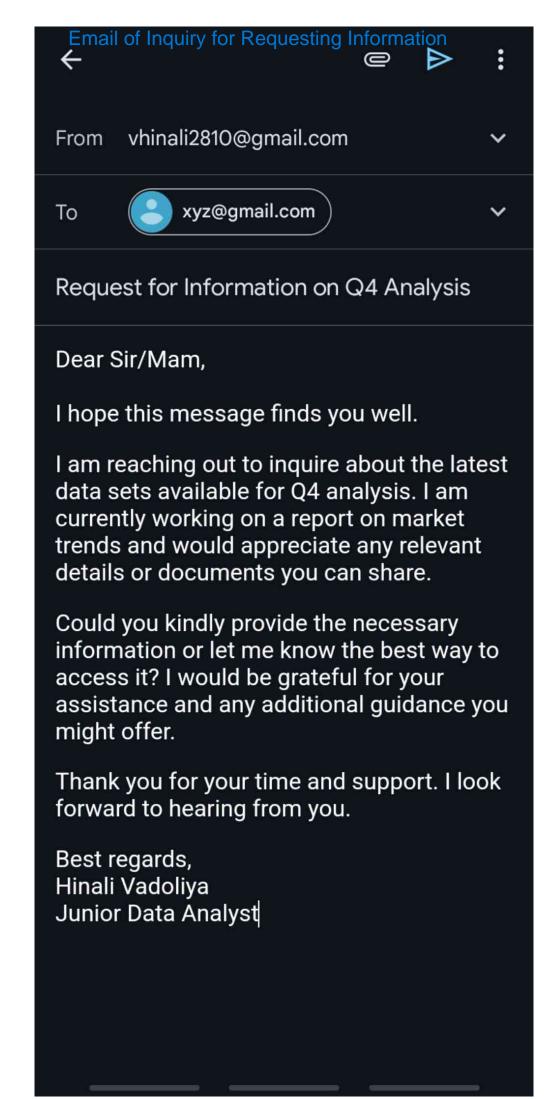
I hope you are doing well.

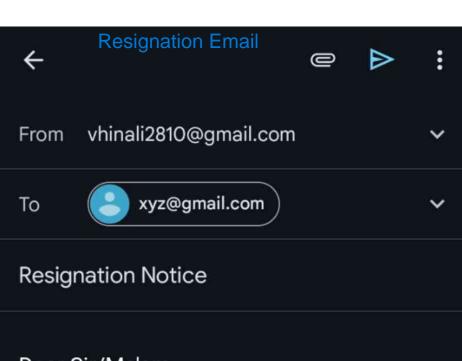
I am writing to sincerely apologize for the mistake in the financial forecasting model. I recently discovered that I used outdated data, which affected the accuracy of the analysis.

I take full responsibility for this oversight and am currently reworking the model with the correct data. I will ensure the revised analysis is delivered as soon as possible and have implemented additional checks to prevent this from happening again.

Thank you for your understanding and patience. Please let me know if there is anything more I should do to address this.

Best regards, Hinali Vadoliya Junior Data Analyst





Dear Sir/Ma'am,

I hope you are doing well.

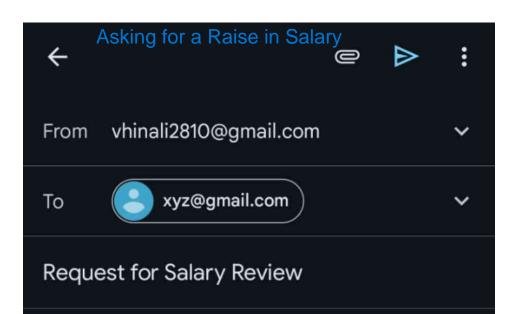
I am writing to formally resign from my position as Junior Data Analyst at ABC, with my last working day being January 15, 2025. After much thought, I have decided to pursue a new opportunity that aligns with my career goals.

I want to thank you and the entire team for the valuable experience and support during my time here. Working as a Junior Data Analyst has helped me grow professionally, and I am grateful for the opportunities to learn and contribute.

I will ensure a smooth transition during my notice period and am happy to assist in handing over any tasks or projects. Please let me know how I can help in the process.

Thank you once again for your guidance and support. I hope to stay in touch.

Best regards, Hinali Vadoliya Junior Data Analyst



Dear Sir/Ma'am,

I hope you are doing well.

I am writing to request a discussion regarding my current salary. As a Junior Data Analyst at ABC Company, I have taken on additional responsibilities and consistently contributed to the success of our projects. I feel that my work performance and growth over the past year reflect my dedication and impact on the team.

Given my increased contributions and the evolving skills I've developed, I would like to kindly request a salary review to align my compensation with my current role and performance. I would appreciate the opportunity to meet and discuss this further.

Thank you for considering my request, and I look forward to your feedback.

Best regards, Hinali Vadoliya Junior Data Analyst