**Email Writing**

* **Email of inquiry for requesting information.**

**Subject:** Request for Project Details Regarding the Doctor Appointment System Website

Dear Vivek Patel,

Greetings of the day!.I hope you are doing well.

Thank you for sharing the initial details regarding the doctor appointment system website, including the admin, doctor, and patient information. In order to ensure that I fully understand your vision and requirements, it would be helpful to have the following additional information:

1. *Objectives and Goals*
2. *Timeline and Project Scope*
3. *Preferred Tools and Technologies*

Having these details will enable me to align our approach with your expectations and deliver a solution that meets your needs. I look forward to collaborating with you on this project.

Best regards,

Soni Dhruv Nikeshkumar.

* **Thank You Email.**

**Subject:** Thank You for the Promotion

Dear Vivek Patel,

Greetings of the day! I hope you are doing well.

I wanted to take a moment to express my sincere gratitude for the promotion. I truly appreciate the trust and confidence you have placed in me with this new responsibility. It’s an honor to continue contributing to the team, and I am excited about the new opportunities and challenges that lie ahead.

Your leadership and support have been key factors in my growth, and I look forward to continuing to work under your guidance. I am committed to giving my best in this new role and contributing to the overall success of the company.Thank you once again for this opportunity.

Best regards,  
Soni Dhruv NikeshKumar.

* **Resignation Email.**

**Subject:** Resignation from the Position of Front-End Developer

Dear Rajiv Sinha,

Greetings of the day! I hope you are doing well.

I wanted to express my gratitude for the opportunity to work as a Front-End Developer at demaze technologies.It has been an enriching experience to contribute to the team and collaborate on various projects. Your guidance and support have been instrumental in my professional growth, and I sincerely appreciate everything I have learned under your leadership.

After much consideration, I have made the difficult decision to resign from my position as Front-End Developer, effective 10 nov,2024.This decision was not easy, but I believe it is the right time for me to pursue new opportunities and challenges. I am truly grateful for the experiences I’ve had during my time here.Thank you once again for your support and understanding. I am committed to ensuring a smooth transition and will do my best to assist in wrapping up any ongoing projects before my departure.

Best regards,  
Soni Dhruv NikeshKumar

* **Asking for a raise in salary.**

**Subject:** Request for a Salary Raise Discussion

Dear Sanjeev Kapoor,

Greetings of the day! I hope you are doing well.

I wanted to take a moment to thank you for the continuous support and trust you've shown me during my time at Codequality Technologies. Working as a Front-End Developer has been both a challenging and fulfilling experience, and I’ve greatly valued the opportunities to contribute to our projects and develop my skills under your guidance.

With that being said, I would like to kindly request a discussion regarding a potential raise in my salary. Given my contributions to the recent projects and my ongoing commitment to the team, I believe my current compensation could be reviewed to better align with the value I bring to the company.Thank you for your time and consideration. I look forward to discussing this with you at your earliest convenience.

Best regards,  
Soni Dhruv NikeshKumar.

Quotation email.

**Subject: Quotation for Web Design and Development Services**

Dear John Smith,

Greetings of the day! I hope you are doing well.

I wanted to take a moment to share the quotation for the web design and development services you requested. Based on the scope and requirements we discussed, the total cost of the project is $12,000 USD, including design, development, testing, and launch, with an estimated timeline of 8-10 weeks.

This includes a responsive, mobile-first design, integration with a content management system (CMS), basic SEO setup, and security enhancements. We will also provide post-launch technical support for 3 months to ensure a smooth experience.

If you have any questions or need further adjustments, please feel free to reach out. I look forward to your feedback and hope we can move forward with this project soon.

Best regards,  
Soni Dhruv Nikeshkumar