**Thank You Email**

**From:-ishikapanchal2007@gmail.com**

**To:-admin.1212 @gmail.com**

**Subject:** Thank You for the Promotion

Dear **Mr. Rakesh Shah** (Admin Head) and **Ms. Priya Desai** (HR Manager),

I am truly Honored and grateful for the opportunity to step into the new role of **Senior Executive – Administration & Facilities**. Thank you for recognizing my contributions and believing in my potential to take on greater responsibilities.

Your continued support, mentorship, and encouragement have played a vital role in my professional growth. I would especially like to thank **Mr. Rakesh Shah** for his guidance and **Ms. Priya Desai** for her support throughout the process.

I am committed to delivering my best in this new position and contributing effectively to the department's and company’s overall goals. I look forward to this new chapter with enthusiasm and dedication.

Thank you once again for your trust and support.

Warm regards,  
**Panchal Ishika**   
Admin & Facilities Department  
Arvind Limited  
panchalishika@email.com

Reminder Email

From:-ishikagajjar7002@gmail.com

To:- hpmarketing12@gmail.com

CC: raj.mehta@gmail.com, neha.shah@gmail.com

BCC: hr.manager@gmail.com

Subject: Urgent Reminder: Final Submission Deadline – Marketing Project

Dear Team,

I hope this email finds you well. This is a strict reminder regarding the submission of our ongoing project, "Customer Engagement Strategies for Digital Marketing," which is due on Friday, March 22, 2025. This is a non-negotiable deadline, and any delays will not be tolerated.

As previously discussed, the project must be submitted in its final version with the following requirements met:

1. Comprehensive Research & Analysis – Ensure all insights, case studies, and data-driven strategies are included.

2. Well-Structured Report & Presentation – The document must be formatted professionally, with proper citations and references.

3. Clear Marketing Strategy & Recommendations – Highlight actionable plans for improving customer engagement.

4. Final Review & Proofreading – The report should be error-free and polished for submission. All submissions must be sent to naicyprajapati7002@gmail.com no later than 6:00 PM on March 22, 2025. If you encounter any unforeseen issues, inform me before the deadline, as last-minute excuses will not be accepted.

I expect strict compliance with this timeline, as this project is crucial for our department's performance and reputation.

Best regards,

Ishika Gajjar

Head of Marketing Department

HP Technologies

Asking for a Raise in Salary

From:- ishikaprajapati2007@gmail.com

To:- rakhesh44@gmail.com

**Subject:** Request for Salary Revision

Dear **Mr. Rakesh Shah** (Admin Head),

I hope you are doing well.

I am writing to formally request a revision in my current salary based on my contributions, responsibilities, and the evolving demands of my role in the **Administration & Facilities Department** at **XYZ Corporation**.

Over the past [5 years], I have taken on various responsibilities including **MIS preparation, vendor coordination, invoice processing for housekeeping, courier, F&B services, and handling facility-related reports and surveys.** I have consistently aimed to maintain accuracy, timeliness, and professionalism in all assigned tasks.

Considering the scope of work and my dedication to ensuring smooth administrative operations, I would be grateful if you could kindly consider a salary increase that reflects my performance and value to the organization.

I am open to discussing this further at a convenient time and would appreciate your feedback.

Thank you for your time and consideration.

Warm regards,  
**Ishika Panchal**  
Executive – Administration & Facilities

Newly Corporation  
ishika.panchal@gmail.com

Email to Your Boss About a Problem (Requesting Help)

From:-ishikapanchal36@gmail.com

To:- rajesh.eer50@gmail.com

**Subject: Request for Assistance – System Access Issue**

Dear **Mr. Rakesh Shah**,

I’m currently unable to access the **vendor invoice tracking system**, which is affecting my ability to update and submit reports on time. I have tried basic troubleshooting, but the issue persists.

Requesting your support in escalating this to the IT team for a quick resolution.

Thank you for your help.

Best regards,  
**Ishika Panchal**  
Executive – Admin & Facilities  
**Vedanta Textiles Pvt. Ltd.**

**Quotation Email**

**From:-ishikapanchal7002@gmail.com**

**To:- rahul.panchal7710@gmail.com**

**Subject: Quotation Request – F&B Services for Meeting on 5th August**

Dear **Mr. Rahul Trivedi**,

I hope you're doing well.

We are arranging an internal meeting at **Vedanta Textiles Pvt. Ltd. – Kalol Unit** on **5th August 2025** for **25 people**, and we’d like to request a quotation for veg lunch (Gujarati + Punjabi), 2 desserts, water bottles, and service staff.

Kindly share the item-wise quote including taxes, service charges, and payment terms by **27th July 2025**.

Looking forward to your response.

Best regards,  
**Ishika Panchal**  
Executive – Admin & Facilities  
Vedanta Textiles Pvt. Ltd.  
ishika.panchal@vedanta.com