**Assignment for softskil**

**1.Thankyou mail**

**From**:jayborad7674@tcs.com

**To**:yn.sheth@tcs.com

**Subject**: Thank You for the Promotion

Dear Manager sir,

I hope this email finds you well. I am writing to express my sincere gratitude for promoting me to the position of Head of HR. I truly appreciate the trust and confidence you have placed in me, and I am honored to take on this new role.

Your guidance and support have been instrumental in my professional growth, and I am eager to contribute even more to the team and the organization. I am committed to upholding the company's values and ensuring a positive and productive work environment for all employees.

Thank you once again for this incredible opportunity. I look forward to taking on new challenges and continuing to work closely with you and the leadership team.

Best regards,  
Jay Borad  
Head of HR  
Tata Consultancy service

**2.Letter of Apology**

**From:**jayborad7674@jb.com

**To:** inquiry@tops-int.com.

**Subject:** Apology for Missing the Women’s Day Celebration

Dear ma’am,

I hope you’re doing well. I sincerely apologize for not being able to attend the Women’s Day celebration today. Unfortunately, I am out of town due to a business meeting, and I regret missing this special occasion.

I truly appreciate the effort and dedication that went into organizing this event to honor and celebrate the incredible contributions of women. I was looking forward to being a part of it, and I regret not being there to show my support.

Please extend my best wishes to everyone who attended, and I hope the celebration was a great success. I look forward to making it up in any way I can and joining future events.

Wishing you all a wonderful and inspiring Women’s Day!

Best regards,  
Jay Borad

Director of JB Pvt Ltd.

**3.Reminder Email**

**From:**jayborad7674@tcs.com

**To:** yn.sheth@tcs.com

**Subject:** Reminder: Salary Increment Request for Head of HR Position

Dear Sir,

I hope you are doing well. I am writing to kindly remind you about my salary increment request for the Head of HR position. Considering my contributions over the past year and the milestones achieved under my leadership, I would like to request a **20% salary hike** this year.

My team and I have worked diligently to enhance HR operations, improve employee engagement, and drive strategic initiatives that have positively impacted the company. I believe this increment would be a fair recognition of my efforts and contributions.

I would appreciate the opportunity to discuss this further at your convenience. Looking forward to your response.

Best regards,  
Jay Borad  
Head of HR

Tata Consultancy service

**4.Resignation Email**

**From:**jayborad7674@tcs.com

**To:** yn.sheth@tcs.com

**Subject:** Resignation Due to Medical Reasons

Dear Sir,

I hope you are doing well. With a heavy heart, I am writing to formally resign from my position as **Head of HR** at Tata Consultancy service, with my last working day being **March 31, 2025**, as per my notice period.

Due to ongoing medical issues, I am unable to continue fulfilling my responsibilities at the level of commitment and dedication that the role demands. After careful consideration, I believe it is in the best interest of both my health and the company to step down.

I am truly grateful for the opportunities and support I have received during my tenure. Working with such a dedicated team has been an enriching experience, and I deeply appreciate the trust and collaboration extended to me. I will ensure a smooth transition during my notice period and assist in any way possible to hand over my responsibilities.

Thank you for your understanding and support. I hope to stay in touch, and I sincerely appreciate everything the company has done for me.

Best regards,  
Jay Borad  
Head of HR

Tata Consultancy service

**5.Email To Your Boss About a Problem(Requesting Help)**

**From:**jayborad7674@tcs.com

**To:** yn.sheth@tcs.com

**Subject:** Request for Salary Increase Due to Financial Concerns

Dear Sir,

I hope you are doing well. I truly appreciate the opportunities I have had at Tata Consultancy service and the support I have received from you and the team. I have been dedicated to my role and have worked hard to contribute to the company's success.

However, I am currently facing some financial difficulties, and I wanted to reach out to discuss the possibility of a salary increase. Given my contributions to the company, along with the rising cost of living and my personal financial situation, I would sincerely appreciate your consideration of a salary adjustment.

If possible, I would love the opportunity to meet and discuss this further at your convenience. Thank you for your time and understanding—I truly appreciate your support.

Best regards,  
Jay Borad  
Accountant  
Tata Consultancy service

Top of Form

Bottom of Form