



From jeminramani369@gmail.com



To



rohanpatel23hr@gmail.com



Thank you for approving my leave

Hello sir,

This is Jemin Ramani, working as a Data Analyst in Business Intelligence and Analysis Department.

Thank you for approving my leave request from 21-Oct to 24-Oct. I really appreciate your understanding and support. I will make sure to complete my tasks before the leave and ensure a smooth handover.

Best regards,
Jemin Ramani
(Data Analyst)

|



From jeminramani369@gmail.com



To



rohanpatel23hr@gmail.com



Apology for inconvenience caused due to leave

Hello sir,

This is Jemin Ramani, working as a Data Analyst in Business Intelligence and Analysis Department.

I sincerely apologize for taking leave from 21-Oct to 24-Oct without seeking prior approval. I understand that this was against company policy and may have caused inconvenience to you and the team. It was my mistake, and I take full responsibility for not informing you in advance.

I assure you that this will not be repeated in the future.

Once again, I deeply regret the inconvenience caused due to my action and request your kind understanding.

Best regards,
Jemin Ramani
(Data Analyst)



From jeminramani369@gmail.com



To



rohanpatel23hr@gmail.com



Inquiry for Requesting Information

Hello sir,

This is Jemin Ramani, currently pursuing a career as a Data Analyst. I am writing to kindly inquire about the details of the Data Analyst Internship Program at TECHNOYUGA PVT. LTD.

Could you please provide information regarding the eligibility criteria, application deadlines, and selection process? Your guidance will help me prepare and apply accordingly.

Looking forward to your response. Thank you for your time and assistance.

Best regards,
Jemin Ramani



From jeminramani369@gmail.com



To



rohanpatel23hr@gmail.com



Asking for a Raise in salary

Hello sir,

This is Jemin Ramani, working as a Data Analyst in the Business Intelligence and Analysis Department.

Over the past 2 year, I have enjoyed contributing to our team's success, particularly in areas such as mention 1–2 achievements, e.g., improving reporting efficiency, automating processes, supporting critical projects.

I would like to kindly request your consideration for a revision in my current salary. I believe that this adjustment would reflect the value I bring to the team as well as align with industry standards.

Thank you for your time and consideration.

Best regards
Jemin Ramani
(Data Analyst)



From Jeminramani369@gmail.com



To



rohanpatel23hr@gmail.com



Resignation Email

Hello sir,

This is Jemin Ramani, working as a Data Analyst in the Business Intelligence and Analysis Department.

I am writing to formally resign from my position as Data Analyst at TECHNOYUGA, with my last working day being 2-Nov, as per the notice period

I feel that my current role is not fully aligned with my long-term career growth plans. I believe it is the right time for me to explore new opportunities that will help me develop further.

I am grateful for the experience I have gained at TECHNOYUGA, and I will ensure a smooth handover of all responsibilities before my exit.

Thank you once again for your guidance and support.

Best regards
Jemin Ramani
(Data Analyst)