**(1)**

From: [mehtadhwannu@gmail.com](mailto:mehtadhwannu@gmail.com)

To: [joshithanika@gmail.com](mailto:joshithanika@gmail.com)

Subject: Thank You

Dear Thanika Joshi,

I hope this email finds you well. I wanted to express my sincere gratitude for your assistance with mock interview preparation. Your support and expertise were instrumental in ensuring the project’s success.

Thanks to your efforts, I was able to crack the interview. Your input made a big difference, and I truly appreciate the time and dedication you invested.

Thank you once again!

Best regards,

Dhvani Mehta

Softskill Student

TOPSTCHNOLOGIES

**(2)**

From: [mehtadhwannu@gmail.com](mailto:mehtadhwannu@gmail.com)

To: [joshithanika@gmail.com](mailto:joshithanika@gmail.com)

Subject: Apology for Excessive Leave

Dear Thanika Joshi,

I hope this message finds you well. I want to sincerely apologize for the extended leave I’ve taken recently. I understand that my absence has caused disruptions, and I regret any inconvenience it may have caused to the team and the ongoing work.

Please know that this was due to some medical reasons. Moving forward, I am committed to ensuring that I minimize any further disruptions and will do my best to make up for the lost time.

I appreciate your understanding and support during this time. If there is anything specific you’d like me to prioritize or any additional steps I should take, please let me know.

Thank you once again for your patience.

Best regards,

Dhvani Mehta

Softskill Student

TOPSTCHNOLOGIES

**(3)**

From: [mehtadhwannu@gmail.com](mailto:mehtadhwannu@gmail.com)

To: [joshithanika@gmail.com](mailto:joshithanika@gmail.com)

Subject: Friendly Reminder: Mock Interview

Dear Thanika Joshi,

I hope you’re doing well. I just wanted to send a quick reminder about the mock interview you are going to have on 18 September 2024. I have sent you the questions please prepare them.

Please let me know if you need any further information or if there are any updates on this. I appreciate your attention to this matter and look forward to hearing from you soon.

Thank you!

Best regards,

Dhvani Mehta

Softskill Student

TOPSTCHNOLOGIES

**(4)**

From: [mehtadhwannu@gmail.com](mailto:mehtadhwannu@gmail.com)

To: [joshithanika@gmail.com](mailto:joshithanika@gmail.com)

Subject: Request for Salary Review

Dear Thanika Joshi,

I hope this message finds you well. I am writing to request a review of my current salary. Over the past 4 year, I have handled 45+ projects successfully, managed over 100 clients, leading my whole team.

Here are a few highlights of my recent work:

***2 big companies project***

***leadership of 7 teams***

Given these contributions and the current market standards, I believe it is an appropriate time to discuss an adjustment to my salary. I am committed to continuing to deliver high-quality work and contribute to our team’s success.

I would be grateful if we could schedule a meeting to discuss this further. Please let me know a convenient time for you.

Thank you for considering my request. I look forward to our discussion.

Best regards,

Dhvani Mehta

Softskill Student

TOPSTCHNOLOGIES

**(5)**

Subject: Resignation Notice

Dear Thanika Joshi,

I hope this message finds you well. After careful consideration, I am writing to formally resign from my position as illustration faculty at NIFT, effective 30 September 2024.

This was not an easy decision, as I have truly valued the opportunities for growth and collaboration during my time here. I am grateful for the support, guidance, and learning I have received, and I will always appreciate the experience gained at NIFT.

I am committed to ensuring a smooth transition and am happy to assist in any way possible to hand over my responsibilities or train a replacement.

Thank you once again for the opportunity to be a part of NIFT. I look forward to staying in touch and wish the team continued success.

Best regards,

Dhvani Mehta

Faculty of NIFT

TOPSTCHNOLOGIES