

1. Thank you Email

Subject: Thank You for Making the Start Memorable

Dear Ketu Mam,

I just wanted to sincerely thank you. Even though we've only had a couple of lectures, I'm already enjoying your teaching style. Your clarity and energy in class already stand out and I'm really looking forward to learning more from you.

Soft skills sounded simple on the surface, but you've already made us see how deeply they shape our communication and mindset. Grateful to have you as our faculty for this subject. And well, my first lesson was definitely to never mismatch my name again.

Regards,
Keyur Govani.

2. Reminder Email

Subject: Follow-Up Regarding Stipend Disbursement

Dear Rahul,

I hope you're doing well. I wanted to take a moment to thank you again for the opportunity to be a part of internship, it's been a valuable experience for me so far.

I'm writing to follow up on the stipend for March. I understand these processes can sometimes take time, but I wanted to kindly check if there's been any progress or if something is pending from my end to help move things along.

Looking forward to hearing from you.

Best regards,
Keyur Govani.

3. Quotation Email

Subject: Quotation for Web Development Services

Dear Biden,

Thank you for showing interest in my web development services. Based on your requirements, I'm sharing the estimated quotation below:

Service: Custom responsive website (up to 5 pages)

Tech Stack: HTML, CSS, JavaScript, ReactJS, Node.js

Deliverables: Modern UI/UX design, cross-device compatibility, basic SEO optimization, and performance tuning

Estimated Timeline: 2–3 weeks

Quotation: ₹28,500 (includes design, development, SEO setup, and 1 month of post-launch support)

Please note that this is a base estimate. The final pricing may vary slightly based on specific features or custom requests. I'm happy to discuss further or adjust the scope as needed.

Looking forward to working with you.

Warm regards,
Keyur Govani.
Phone: +91-9081290674

4. Asking for a Raise in Salary

Subject: Request for Discussion on Salary Revision

Dear Rakesh,

I hope you're doing well. I wanted to take a moment to express my appreciation for the opportunities and responsibilities I've been entrusted with so far.

Over the past 6 months, I've been consistently contributing to website maintenance, assisting with front-end tasks, and collaborating with the team on small feature implementations and testing. I've also made sure to meet deadlines and adapt quickly to the workflow and tools used by the team. With that in mind, I would like to request a conversation regarding a possible revision in my current compensation.

I believe a discussion would help align my role and performance with the value I bring to the team. I'm happy to connect at your convenience and share more if needed.

Looking forward to your response.

Warm regards,
Keyur Govani.

5. Resignation Email

Subject: My Resignation from Google.

Dear Sundar,

I hope you're doing well. I'm writing to formally resign from my position at Google, effective 22 April 2025.

I want to sincerely thank you and the team for the support and learning opportunities I've received during my time here. It's been a valuable experience, and I'm grateful for the journey.

Please let me know how I can assist during the transition.

Warm regards,
Keyur Govani.

