EMAIL

**(1)Thank you**

**Subject:** Thank You!

DEAR SIR ,

I hope this email finds you well. I wanted to take a moment to express my heartfelt gratitude for your guidance, support, opportunity, time.

Your encouragement has been instrumental in helping me mention the result, complete the project successfully. I truly appreciate the time and effort you have taken to provide me with help, advice, support. I am fortunate to work under your leadership and look forward to applying what I’ve learned from you.

Thank you once again for your unwavering support, and I look forward to learning and growing under your guidance.

Warm regards,  
 Dhara.

**(2) Email for Inquiry**

**Subject**: Inquiry Regarding mobile Purchase.

Dear Vijay sales,

I am writing to email inquiry about availability and specification of your iPhone 16 mobile. I am particularly Interested in this model.

I would like to request more information regarding to specification price, warranty, battery and processor. I would be grateful if you think would be helpful. I am eager to learn more about this mobile and consider it for may purchase.

I hope you give me best information. Thank you for time and attention to my inquiry.

Dhara.

+91 9874543231.

**(3)Reminder Email**

Subject: Friendly Reminder

Dear Tina Patel ,

I hope this email finds you well. I wanted to send a friendly reminder about my upcoming interview for the position of senior scheduled for 30 September 10:00am. I’m very excited about the opportunity to meet with you and discuss how my background and skills align with the needs of TATVASOFT.

To confirm, the interview will take place in person at the office. If there’s anything additional you’d like me to prepare in advance, or if there have been any updates or changes regarding the interview, please feel free to let me know.

I’ve taken some time to familiarize myself with and its recent projects, and I look forward to discussing how I can contribute to your team. Please let me know if there’s anything specific you’d like me to bring or focus on during our conversation.

Thank you again for this exciting opportunity. I truly appreciate your time and consideration and look forward to our meeting.

Best regards,

Meghana .

**(4)Asking For Raise in Salary**

**Subject**: Request for salary increase

Dear Manager,

Hello sir, I hope you get this email .

I am writing to formally request a salary increase, I have been working in your company for three years, and I have consistently strived to contribute to the company’s success.

I believe that my contributions have been valuable to the team and the organization as a whole. I have attached my performance review and projects for your reference, which outlines my achievements and areas for improvement.

I am confident that my continued dedication and growth within the company make me a valuable asset. Thank you for your time and consideration.

Senior,

Meghana .

**(5)Resignation Email**

Subject: Resignation

Dear [ VINAY SHAH],

I hope this message finds you well. I am writing to formally resign from my position as HR at Tata consultancy services [TCS] .

I have truly appreciated the opportunity to work with you and the team at TCS. My time here has been valuable, both personally and professionally, and I am grateful for the support and guidance provided during my tenure.

During the transition, I am happy to assist in any way possible to ensure a smooth handover of my responsibilities.

Thank you for your understanding. I look forward to staying in touch and wish the team continued success.

Best regard,

[Dhara],