

Subject: Request for Salary Raise

Dear Ms. Rahi Sharma,

I hope this email finds you well.

I am writing to formally request a salary raise based on my performance and contributions to MasterKoder. I have been working as tester for 2 years. In this duration, I have demonstrated my dedication to my role as a Software Tester. Below are some key points highlighting my efforts:

1. **Consistent Hard Work:** I have completed all my assigned tasks and ensured that they were submitted well before the deadlines.
2. **No Absences:** I have not taken any unusual leave, ensuring uninterrupted productivity and support for my team.
3. **Positive Feedback:** My work ethic and sincerity have been recognized at various levels, and I am humbled that the CEO of MasterKoder personally appreciated my dedication and efforts.
4. **Attention to Detail:** My commitment to maintaining high-quality standards in software testing has helped avoid critical errors and ensured smooth project deployments.

Given these contributions, I believe my performance has added significant value to the company, and I kindly request your consideration for a raise. I am happy to discuss this matter further at a time convenient to you. Thank you for your time and support.

Warm regards,

Harshida Panara Sanandiya
Software Tester, MasterKoder

Subject: Resignation Notice

Dear Mr. Ross shah,

I hope this email finds you well.

I am writing to formally submit my resignation from my position as **Software Tester** at MasterKoder, effective one month from today, as per the notice period policy. My last working day will be 31st dec.

This decision was not made lightly, but it has become necessary as my family and I will be relocating to another city due to my husband's job transfer. While I am excited about this new chapter in our lives, it is with a heavy heart that i leave a workplace that has been such a significant part of my professional journey.

I would like to express my sincere gratitude to MasterKoder for the support and encouragement provided during my job period. The company has been incredibly understanding, providing a positive environment and helping me navigate challenges with ease. Additionally, I am grateful for the opportunities I have had to grow both personally and professionally, and I deeply value the relationships I have built with my colleagues and the team.

I kindly request you to initiate the necessary steps for my resignation and ensure a smooth handover of my responsibilities. I am committed to completing all pending tasks and assisting with the transition process during the notice period.

Thank you for your understanding and support. I hope to remain in touch and continue cherishing the connections.

Warm regards,

Mrs. Harshida Panara Sanandiya
Software Tester, MasterKoder

Subject: Request for Quotation for Double Door Refrigerators

Dear Mr. Davis,

I hope this email finds you well.

I am writing to request a quotation for **10 double-door refrigerators**. I kindly ask if you could provide us with multiple options for models and their respective prices, allowing us to make a well-informed decision based on features and budget.

Additionally, please include the following details in the quotation:

A quotation file that includes the price, cost of the sample, and minimum order quantity.

Expected Delivery Date: Kindly provide an estimate for delivery timelines after placing the order.

Payment Options: Specify the available payment modes, such as **cash on delivery (COD)** or payment via **check**.

Warranties and Service Terms: Details about after-sales service and warranty period for the products.

The delivery address for this order will be:
127, swati clover,
Shilag Circle,
Bopal-Ahemdabad.

Should you require any additional information to prepare the quotation, please do not hesitate to reach out to me. I look forward to your response at the earliest convenience.

Thank you for your assistance.

Best regards,
Harshida Panara
Gala Electronics

Subject: Reminder: Upcoming Staff Party

Dear All staff members,

I hope this email finds you well.

This is a friendly reminder about the upcoming **Staff Party** that we are hosting to celebrate our collective efforts and achievements. Here are the details for the event:

- **Date:** 21st November
- **Time:** 8:00pm to onward
- **Location:** 03, 4th FLOOR, Himalaya Mall Commercial Building Big Bazar, Drive In Rd, Nilmani Society, Memnagar, Ahmedabad.
- **Dress Code:** Party ware

Event Highlights:

- **Games and Activities:**
We have planned engaging games and activities, including team-building competitions and fun challenges.
- **Special Guests:**
We are thrilled to announce that **Antara Mitra** will be joining us for this celebration.

Menu:

A delightful spread of Indian and Continental delicacies (vegetarian). Refreshments and desserts will also be available.

We encourage all staff members to attend and participate to make this event memorable. Please respond by 15th November to ensure proper arrangements.

Looking forward to celebrating together and making this evening unforgettable.

Warm regards,

Harshida Panara

Software Tester, MasterKoder

Subject: Request for Update on LMS Product Delivery

Dear Mr. Vijay Dinanath Chauhan,

I hope this email finds you well.

I am writing to request an update on the delivery status of our order for the **Learning Management System (LMS) for Schools**. Below are the details of the order for your reference:

- **Order Number:** 408-2521292-2741965
- **Order Date:** 25th November
- **Product Details:** Learning Management System (LMS) tailored for school operations.

Could you kindly provide the current shipment status and the expected delivery date? Additionally, if the product has been dispatched, I would appreciate it if you could share the **contact details of the delivery person** to facilitate smooth coordination on our end.

Your timely response will be greatly appreciated, as we are eager to proceed with implementation upon receipt of the product. Please let me know if you require any further information from our side to expedite the process.

Thank you for your support, and I look forward to hearing from you soon.

Best regards,

Harshida Panara

QA department, MasterKoder