**Email 1**

Write an email for this scenario, " The package that you expected is 6 LPA, You were offered 5 LPA " Write the email to the HR on negotiating on the Package.

Subject line : Salary Negotiation

Dear Sir / Ma’am,

Thank you so much for offering me the position as the Data scientist at your esteemed organisation.I truly believe I will be a strong asset to your team. I am confident that my work ethics and expertise will contribute to the increased success of your organisation.

Before I can accept this offer, I wanted to discuss the proposed salary listed in the job offer details you sent over this morning.As i mentioned in the interview,, I have a PGDM in Marketing, as well as a Data Scientist Certificate and have performed projects pertaining to the IT sector. With my expertise and proven skill set, I feel that a salary of 600,000 per annum is appropriate, which is slightly more than the 500,000 per annum you offered.

I am very excited about the possibility of being part of your organisation. Please let me know when we can further discuss the salary for this position.

Thank you again for your offer.

Prateek Vardhan

**Email 2**

Write an email for this scenario. " You got the interview timings for your next interview for tomorrow 10AM'' How would you acknowledge the email?

Subject line : Interview Confirmation

Dear Sir/Ma’am,

I appreciate your interest in my application and I thank you very much for the invitation to interview for the position of Data Scientist at your esteemed organisation. I confirm that I will be available for tomorrow's interview at 10am.

I am looking forward to meeting you.

Best regards,

Prateek Vardhan

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**\Email 3**

Write an email for this scenario. " You applied for a job. Your 2nd round of the interview is done, but you did not get any updates for the past 10 days " Send an email asking about the updates.

Subject line : Interview follow- up

Dear Sir/Ma’am,

I hope all is well,I just wanted to check in and see if there’s an update on the timeline or status for the Data Scientist position.I have done with 2nd round of interview, but i did not get any updates for the past 10 days.It was great to meet with you to discuss the position. Since I have not heard back from your company yet, I am reaching out to see if you have filled the position. If not, do you have an estimated time for the final decision? I'm still very interested in becoming a part of your team.

I’m excited to hear about the next steps, and the role seems like a great fit for my background based on what I learned! Any updates you can share would be great.

Thank you.

Prateek Vardhan

**Email 4**

Write an email for this scenario " You gave the HR interview of a company, but you did not get shortlisted". Write an email to the HR of the company asking for the reason for not getting shortlisted.

Subject line : Feedback of an Interview

Dear Sir/Ma’am,

Thanks for informing me of your decision on this position.

It is certainly a disappointment not to start working with your organisation but it was wonderful to speak to you and learn more about the impact your organisation is making.

I would be extremely thankful to learn how to enhance my application and interview skills for upcoming chances if you have time in the near future. I'm sure I can improve as a candidate with any input you're willing to provide me.

Thanks again for the opportunity. If another role with a better fit opens up, don’t hesitate to contact me by phone or email.

Sincerely

Prateek Vardhan