⇨ Email 1 : Salary Review Request

Subject : Salary Review Request

Dear   Amit,

Hello sir, Greetings of the day,

I hope you are well. I want to discuss my salary based on my performance and contribution over the past year.

Over the past, I have taken on additional responsibilities and contributed to several key projects, Including the best employee award of the past 3 months. These efforts have resulted in higher productivity in the team, an increase in sales & Improved Efficiency in my team.

Given my contribution and the evolving demands of my role, I believe a salary adjustment is warranted. I am committed to continuing my growth and adding value to our team and the team company.

Thank you for your support

Sincerely,

Raj Parmar

(Fronted Developer)

98XXXXXXXX

⇨ **Email 2: Introduction email to the client**

Subject: Introduction Dhruv Purohit from Jarvis Tech

Dear Rajdeep,

I hope this email finds you well. My name is Dhruv, and I am a Executive & Developer at Jarvis Tech. I wanted to take a moment to introduce myself and let you know how excited we are about the possibility of working with you.

As we know you have a well-known business in the offline market but you are not targeting the online customer on the Internet. You can easily target the online market using your own website and launch it on the Internet and with it, you have to give ads on relevant platforms.

Here's what sets us apart:

1. We provide a personalized app or website for your business.
2. We provide plans for Digital Marketing.
3. Also provides maintenance for the Website.
4. We provide a Desktop Application to manage your Employee.

I would love to explore potential collaboration and see how we can support your business objectives. Would you be available for a quick call next week to discuss your current needs?

Thank you for your time, and I look forward to connecting with you.

Best Regards

Raj Parmar

(Senior Executive)

Jarvis Tech

9825XXXXXX

⇨ **Email : 3 Mail your Boss for help.**

Subject : For Guidance in JB glass Project

Dear Vinay Sir,

I hope this email finds you well.

I am writing to request your guidance and support in JB glass project . I have encountered   a phasing issues wih API layer that is preventing me from proceeding smoothly.

I have already attempted and solve problem , but I have unable to resolve the issue. I believe that your expertise in this field would you invaluable in helping and identify and address the root cause of this issue.

"I would be grateful if you could meet me and discuss this problem at your earliest convenience."

Thank you for time and consideration.

Sincerely,

Raj Parmar

(Fronted Developer)

98XXXXXXXX

⇨ **Email 4. Resignation Latter**

Subject : Resignation from senior Front-end Developer

Dear Rahil Sir,

Greetings of the Day,

Please accept this as   a notification of my resignation from my position as Senior front end Developer at the Sunshine solutions, effective from 30th September , 2024.

After the careful consideration , I decide that want to take Quit from this job and decided to go in the direction of Artificial intelligence and grow with new field. I want to explore myself into new field and learn something new.

"I am really thankful for the chances I had in and what I have learned while working with at 4born Solutions. I have grown a lot since I joined and I appreciate all the help and support I have gotten."

Sincerely ,

Raj Parmar

(Senior Front-end Developer)

98XXXXXXXX

⇨ **Email – 5: an Email for requesting for any Information**

Subject : About the information

Dear Harsh sir,

I hope this message finds you well. I am writing this to request information regarding our next module in the project I have to know what the client had demanded from this module. I am eager to understand the objectives , timelines and any potential roles I may play.

Your Insight would be greatly appreciated as I prepare for the upcoming work.

Thank you for assistance!

Best regrds,

Raj Parmar

(Fronted Developer)

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