

**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: Request regarding salary.

Hello madam/sir,

I had recently applied to the job at your company and shortlisted for the same. I got an offer letter from your company and there it is mentioned that my salary is 5LPA but I was expecting 6LPA. Is it possible to give me 6LPA? Please kindly accept my request. I will be grateful to you and the company too.

Regards,  
Rakesh Kumar  
7003320041

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**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: Regarding Interview Tomorrow.

Hello sir/madam,

I hope you're doing well! I just wanted to give you a heads up that I've been scheduled for an interview with your company tomorrow at 10 AM. I would like to thank you for your consideration and time. I will do my best and I hope I will get selected.

Regards  
Rakesh Kumar  
7003320041

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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 for asking about the updates.**

Subject: Update on my interview

Hello sir/madam,

I applied for a job with you guys and completed my second round interview and it's now been 10 days since I've heard anything back from you. Just wanted to see if

there was any update on the second round of my interview it would be great if you could let me know my results

Regards,  
Rakesh Kumar  
7003320041

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**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 of not getting shortlisted.**

Subject: Regarding my last interview.

Hello sir/madam,

I was invited to the interview yesterday, but I did not get shortlisted. I just wanted to reach out and ask if you could tell me why I didn't get shortlisted. I am really interested in this position and I would be grateful if you could share with me what went wrong in the interview and how I can improve myself for the next round. I would look forward to hearing from you.

Regards,  
Rakesh Kumar  
7003320041