

1. Reminder email

To: titanium@gmail.com

Subject: Reminder email

Dear sir/mam,

I hope this message finds you well. I'm just following up on my previous email regarding work, which I sent on 21 November 2024.

I understand you may be busy, but I wanted to kindly remind you to review it at your earliest convenience. Please let me know if you need any additional information or clarification from my side.

Thank you I appreciate your attention to this and look forward to your response.

Best regards
Ravina parmar

2. Thank you email

To: titanium@gmail.com

Subject: Thank you giving me opportunity

Dear sir/mam,

I am Ravina parmar and I am thanking you for giving me a great opportunity of role as junior graphic designer in your company.

So as I told you that I am a designer and you gave me the position as junior graphic designer in your company .I am so glad to have this job and I will work hard and give my best in design.

Thank you once again for giving this opportunity and can't wait to start my new journey.

Sincerely

Ravina parmar

3. Resignation email

To: titanium@gmail.com

Subject: follow up: work

Dear sir/mam,

I hope you are doing well. I am writing to formally resign from my position as junior graphic designer at titanium, with my last working day.

This decision has not been easy, and I want to express my sincere gratitude for the opportunities and experiences I have had during my time here. The support from you and the team has been invaluable in both my professional and personal growth, and I have learned a great deal throughout my tenure at titanium.

Please let me know how I can assist in making the transition as smooth as possible. I am committed to ensuring a thorough handover of my responsibilities to my successor or team members.

Thank you for the opportunity to be a part of the team. I truly appreciate everything and look forward to staying in touch.

Warm regards
Ravina parmar

4. Introduction email to Client

To: titanium@gmail.com

Subject: Introduction and Looking Forward to Working Together

Dear sir/mam,

My name is Ravina parmar, and I am Graphic designer at Titanium. I wanted to take a moment to introduce myself and express how excited I am to have the opportunity to work with you and your team.

At Titanium, we are committed to providing designs that can help client needs. I look forward to collaborating with you on A to Z project and ensuring that we achieve the best possible results together.

Please don't hesitate to reach out to me if you have any questions, need additional information, or would like to schedule a meeting to discuss how we can assist you further. I'm here to help

and look forward to building a successful working relationship.

Best regards

Ravina parmar

5. Asking for raise in Salary email

To: titanium@gmail.com

Subject: Request for Salary Review

Dear sir/mam,

I am writing to request a discussion regarding a potential salary adjustment. Over the past 2 year, I have greatly appreciated the opportunities to contribute to titanium and grow within my role as Graphic designer.

During this time, I have taken on additional responsibilities, achieved key milestones such as A to Z project, and consistently worked to exceed expectations. I believe these contributions, along with my ongoing dedication to the success of the team, warrant a review of my current compensation.

I would appreciate the opportunity to meet and discuss how my performance and responsibilities align with a potential salary increase. I am

confident that a review of my contributions will demonstrate the value I bring to the company.

Thank you for considering my request. I look forward to the opportunity to discuss this further.

Best regards

Ravina parmar