



abc@gmail.com

From ronakrana729@gmail.com



## Thank You Email

Dear Abhijit Thakkar,

Thank you for offering me an opportunity to work at Rex Technologies. I very much appreciate the time and effort your team has spent to review my application and interview me for the position of Relationship Manager.

I am happy to inform you that I accept the offer and can't wait to start the journey with the team.

Once again, thank you for the great opportunity.

Sincerely,  
Ronak Rana





xyz@gmail.com

From ronakrana729@gmail.com



## Letter of Apology

Dear Abhay Goswami,

I am writing this letter to accept my mistake (that I have misplaced the samples and didn't remember) and to apologise for being so irresponsible. I will surely change my working strategy and will definitely keep everything noted for future references.

Please forgive me and provide me another chance to prove myself. I shall be very grateful to you for your kindness and consideration.

Thanking You.

Sincerely,  
Ronak Rana





pqr@gmail.com

From ronakrana729@gmail.com



## Inquiry for Requesting Information

Dear Vijay Shah,

My name is Ronak Rana and I am writing to inquiry about product for industrial water filters. I found your company while researching industrial water filtration systems for our manufacturing plant. Your hydro tech 2500 series seems to match our requirements, but I need additional details before moving forward.

Could you please provide:

- . Complete technical specifications
- . Filter capacity and flow rates
- . Installation requirements
- . Price ranges for different models
- . Warranty information
- . Delivery time frames to Seattle, WA

We plan to upgrade our current system with in the next two months and would appreciate a prompt response.





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Thank you for your help.

Best regards,  
Ronak Rana  
Pacific manufacturing solutions

Loading...



deg@gmail.com

From ronakrana729@gmail.com



Asking for a Raise in Salary

Dear Rakesh Agarwal,

I hope this email finds you well. I would like to take the opportunity to discuss my current compensation, as I believe my role and contributions have evolved significantly over the past 3 years and 7 month.

Since joining Ultratech technologies, I've taken on continue follow up while staying in the client base, and have consistently worked to client follow-up and increase for renewals. Given these contributions and the growing scope of my role, I believe a salary adjustment would reflect both my performance and market standards for my position.



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I would appreciate the chance to meet with you at your convenience to further discuss this. Please let me know when you might have time for a conversation.

Best regards,

Ronak Rana





aaa@gmail.com

From ronakrana729@gmail.com



## Resignation Email

Dear Raghav Shukla,

I hope this email finds you well.

It is with mixed emotions that I am writing to formally resign from my position as Relationship Manager at Ultra technologies effective my last working day 4 May. I have recently been offered a new job opportunity that aligns with my long term career goals, and after careful consideration, I have decided to accept it. while I am excited about the next chapter in my career, I am also deeply grateful for the opportunities, experience and mentorship I have received at divi techno.

Over the next few months. I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training my replacement needs.



Over the next few months. I will ensure a smooth transition of my responsibilities and be available to assist with any queries or training my replacement needs.

Thank you for guidance and support. I value the relationship I have built here and look forward to staying in touch.

Sincerely,  
Ronak Rana