1.

To: Niravpatel@Gmail.Com

Subject: Resignation Letter

Dear Nirav Patel

I Am Writing To Formally Notify You Of My Resignation From The Position Of Java Teacher With Tops Technology. Per My Notice Period, My Final Day Will Be 31-12-2024.

Following Careful Reflection, I Have Decided To Step Down From My Role At Tops Technology To Move Forward In A Direction That Aligns More Closely With My Professional Aspirations.

I Am Thankful For The Opportunities And Experiences Provided To Me During My Tenure At Tops Technology. The Valuable Skills I Have Gained Here Are Deeply Appreciated And Will Undoubtedly Benefit Me In My Ongoing Professional Journey.

In The Coming Weeks Before 31-12-2024, I Am Fully Committed To Assisting In Ensuring A Smooth Transition.

Sincerely,

Sajeed Chejara

2.

To:Niravpatel@Gmail.Com

Subject: Thank You Email

Hi Nirav Patel,

Sajeed Chejara Here. I Have Been Following Your Journey At Tops Technology On Soft Skill Since 2 Years.

I Got To Say That You Guys Are Doing A Really Great Job At Tops Technology.

I’ve Worked In The Industry For 1 Years , Through Which I’ve Worked With Big Names Like Nirav Patel.

I Was Working On A Project And Saw That You’re Building Something Similar. I Would Like To Work Closely With You On The Project And Am Attaching My Resume And Portfolio For Consideration.

If You Like My Work, I’d Be Happy To Hop On A Call To Formally Pitch My Candidature.

Looking Forward.

Thank You.

Sajeed Chejara

3.

To: Niravpatel@Gmail.Com

Subject: Request To Discuss Compensation And Salary Review

Dear Nirav Patel,

I Am Writing To Request A Review Of My Current Salary. Since Joining Tops Technology Two Years Ago, I Have Been Consistently Committed To Exceeding Expectations And Have Made Significant Contributions To Our Team's Success. For Example, I Spearheaded The Tops Marketing Initiative, Which Resulted In A Quantifiable Result, 15% Increase In Efficiency.

In Addition, I've Taken On Additional Responsibilities, Including Human Resource Manager, Which I Believe Has Expanded My Contribution To The Company.

Based On My Performance And The Contributions I've Made, I Believe A Salary Increase Is Warranted. I Am Keen To Discuss My Compensation In More Detail And Would Appreciate The Opportunity To Meet With You At Your Earliest Convenience To Discuss This Further. Please Let Me Know What Times Work Best For You.

Thank You For Your Time And Consideration. I Look Forward To Our Discussion.

Sincerely,

Sajeed Chejara

4.

To: Niravpatel@Gmail.Com

Subject : Thank You For Promotion

Dear Sir,

I Would Like To Express My Sincere Gratitude For Providing Me With A Bonus This Month. I Must Say, It’s A Happy Surprise For Me.

I Feel Motivated And Appreciated For My Dedication And Efforts On The Project Were Recognized. Thank You For The Bonus Right Before The Holiday. I Shall Put It To Good Use For The Festivities.

I Am Grateful For This Generosity. Thank You So Much.

Sincerely,

Sajeed Chejara

5.

To:Niravpatel@Gmail.Com

Subject: Remainder Email

Dear Nirav Patel,

I Hope This Email Finds You Well. I Am Writing To Gently Remind You About My Request To Attend The Java Training Scheduled For 20-4-2025.

I Believe This Training Will Greatly Benefit My Skills And Contribute To My Effectiveness In Training.

I Understand The Importance Of Managing Resources And Time, And I Assure You That I Will Apply The Learnings To Benefit Both Our Team And The Company.

If You Require Any Additional Information Or Have Any Concerns, Please Let Me Know. I Truly Appreciate Your Consideration Of This Request.

Thank You For Your Support.

Sajeed Chejara ,