Email .1

To – Dear Ketu Ma’am

Subject - Leave Request for (11 April to 14 April, 2025)

I hope you are doing well. I would like to request leave from [11 April 2025] to [14 April 2025] due to [family function].

I will make sure that all my tasks are up to date before my leave and will coordinate with the team for a smooth workflow.

Looking forward to your approval

**Warm regards,**

Sujita Solanki

Email.2

To – Dear Mushkan Ma’am

Subject – Thank You for the Interview Opportunity

Thank you for taking the time to speak with me on (14 April 2025) regarding the (Data Analyst) position at (Infosys). It was a pleasure learning more about your team and the exciting project ahead.

I remain interested in this role and hope to contribute positively if selected. Please let me know if any further information is needed.

**Warm regards,**

Sujita Solanki

Email.3

To – Dear Hetal Ma’am

Subject - Request For salary Increment

I hope you are doing well. I am writing to request a salary increment based on my contributions and performance over the past few months at TCS.

I would appreciate the opportunity to discuss this further in person at your convenience.

**Thank you,**  
Sujita Solanki

Email.4

To – Dear HR’s Ketu Ma’am,

Subject – Feedback Regarding Recent Training.

I wanted to share my feedback regarding the recent training conducted on (Cybersecurity Awareness) last week.

It was informative and helpful, and I appreciate the effort put into organizing it. Looking forward to more sessions like this!

**Warm regards,**  
Sujita Solanki

Email.5

To – dear Ketu Ma’am

Subject – Request for Reschedule meeting

I would like to request a rescheduling of our upcoming meeting originally planned for (18 April 2025 & 5PM), due to a conflicting commitment.

Please let me know a suitable time from your end.

**Thank you,**  
Sujita Solanki