



From k.pvadher2984@gmail.com



To



xyz5544@gmail.com



Thank you Email

Kajal vadher,
QA management team,
301,21st century,
Surat,395003.

Dear ma'am,

My name is kajal vadher, working as a tester, in QA management. I am writing this letter to apply for two days of Leave to attend my sister's wedding ceremony which is scheduled on 19 July ,2025.

Thank you for your understanding during this time.i
back to the work after 2 days and I complete my
pending work.

Thank you.



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Letter of apology

Kajal vadher,
QA management team,
301, 21st century,
Surat, 395003.

Dear sir,

Please accept my apologies for being late in submitting the project. I was intended to submit my work on last Monday. However, due to some emergency, I could not do so. My mother was not feeling well, and I had to take her to another city for medicine.


I promise that this will never happen again. Please accept my apologies for showing unconcern about my position.

Thank you.



From k.pvadher2984@gmail.com



To  xyz5544@gmail.com



Email of inquiry for requesting information

KaJal vadher,
QA management team,
301,21st century,
Surat,395003.

Dear sir,

I am kajal vadher working as tester with the company since 2024 am writing this letter to request you for a salary raise.since,my joining in 2020 ,I have been working as a tester and have been looking after several crucial projects that have delivered great results for the company.

During all these years,I have been a regular and dedicated employee who was dedicated all the efforts and time in completing the projects in time and successfully.i can assure you that I have given my best and exceeded the expectations that my supervisor had from me.

I would request you to kindly consider my application for a raise this year.after all this hard work and effort,i believe that I deserve this raise as per my work and current position.

Thank you.



From k.pvadher2984@gmail.com



To xyz5544@gmail.com



Email of inquiry for requesting information

KaJal vadher,
QA management team,
301, 21st century,
Surat, 395003.

Dear sir,

I am a highly successful and experienced sales executive and am writing to inquire if you have any openings at your company for which I might apply.

If after reviewing it you feel there may be a position in your company for me then please do not hesitate to contact me.


I look forward very much to an opportunity to discuss my related work experience and explain in more detail how I can contribute to the continued success of your company.

Thank you.



From k.pvadher2984@gmail.com



To  xyz5544@gmail.com



Resignation E-mail

Kajal vadher,
QA management team,
301,21st century,
Surat,395003.

Dear sir,

Please accept this email as my formal resignation from my position as tester at apex technologies. I want to go foreign so I must resign.

I am grateful for the opportunities and support I have received during my time at apex technologies. I wish you and the company all the best in the future.

Thank you.