

**Form:** vrutsalll999@gmail.com

**To:** kurti.tops@gmail.com

**Subject:** Request for Salary Raise

Dear Kruti Ma'am,

I hope you're doing well. I would like to discuss the possibility of a salary increase based on my contributions, performance, and added responsibilities. Over the past 1.5 years, I have achieved best frontend developer and I believe my efforts have positively impacted the team.

I would appreciate the opportunity to discuss this further at a convenient time. Please let me know when we could meet to review my request.

Thank you for your time and consideration. I look forward to your feedback.

Best regards,  
Vrutsal Mistry  
Web developer

**Form:** vrutsalll999@gmail.com

**To:** kurti.tops@gmail.com

**Subject:** Introduction – Vrutsal Mistry

Dear Ms. Kruti,

I hope you're doing well. I'd like to introduce myself as Web Developer at Tops Technology. I will be your point of contact for Web Frontend Services, I look forward to collaborating with you and ensuring a smooth and successful partnership.

Please feel free to reach out if you have any questions or need assistance. I'd be happy to schedule a call or meeting at your convenience. Looking forward to working with you!

Best regards,  
Vrutsal Mistry  
Front-end Developer  
[Vrutsal.tops@gmail.com](mailto:Vrutsal.tops@gmail.com)

7600669957  
Tops technology Pvt. Ltd.

**Form:** vrutsalll999@gmail.com

**To:** kurti.tops@gmail.com

**Subject:** Request for Salary Raise

Dear Kruti Ma'am,

I hope you're doing well. I would like to formally request a salary review based on my contributions and the responsibilities I have taken on in my role. Over the past 2 years, I have worked diligently on 20+ Projects which have positively impacted the team and company.

Given my performance, increased workload, and market standards, I believe a salary adjustment would reflect my contributions fairly. I am committed to delivering high-quality work and adding value to the company, and I look forward to continuing my growth here.

I would appreciate the opportunity to discuss this further at a convenient time. Please let me know when we could meet to review my request. Thank you for your time and consideration. I appreciate your support and look forward to your feedback.

Best regards,  
Vrutsal Mistry  
Sr. Front-end Developer

**Form:** vrutsalll999@gmail.com

**To:** kurti.tops@gmail.com

**Subject:** Email of Inquiry for Requesting Information

Dear Kruti Ma'am,

I hope you're doing well. I wanted to reach out to inquire about the details of our next project and the associated client. Understanding the project scope, key objectives, timeline, and client expectations will help me prepare effectively and contribute efficiently to its success.

If there are any important updates, project briefs, or scheduled meetings related to this, I would appreciate the opportunity to review them. Additionally, any insights into the client's requirements and preferences would be valuable in ensuring a smooth workflow and alignment with their expectations.

Please let me know if there are any documents or discussions I should be a part of to stay updated. I would appreciate any relevant information at your earliest convenience so that I can plan accordingly.

Looking forward to your guidance and insights. Thank you for your time and support.

Best regards,  
Vrutsal Mistry  
Sr. Front-end Developer

**Form:** vrutsalll999@gmail.com

**To:** kurti.tops@gmail.com

**Subject:** Resignation Notice

Dear Kruti Ma'am,

I hope you are doing well. I am writing to formally resign from my position as Sr. Front-end developer at Tops Technology Pvt. Ltd. effective 1 April at My Last Working Day, typically two weeks from the 16 March.

This decision was not easy, as I have truly valued my time at Tops Technology Pvt. Ltd. I am grateful for the opportunities I have had to grow professionally, work with an amazing team, and contribute to meaningful projects. The support and guidance I received from you and my colleagues have been invaluable, and I deeply appreciate it.

To ensure a smooth transition, I am happy to assist in handing over my responsibilities, documenting ongoing tasks, or training my replacement if needed. Please let me know how I can help during this period.

Thank you once again for your support and leadership. I hope to stay in touch and wish the company continued success.

Best regards,  
Vrutsal Mistry  
Sr. Front-end Developer