

Email 1:- Thank you email

To: jaybhai@gmail.com

Subject: Thanks for everything

Hey dear jay,

I just wanted to take a moment to say a thank you for support in all work, and helping lending money. It meant the world to me and I really appreciate your support. your friendship has truly made a positive impact on my life.

I never forget that time we were on a trip and you bailed me out when I was broke. And we get so many great memories together. If I tell you these memories, it will take too so much time. So let's talk about it when we meet.

I am so lucky to have you in my life thank you for everything and let's make more memories together soon.

Sincerely,

Yuvraj dodiya

+91 8799686707

Email :- 2 Reminder Email

Subject: Reminder to Submit a Report :

Dear Team,

I hope this email finds you well.

This is a friendly reminder to submit your completed reports for the Project web development by 12/10/2024. Your contributions are crucial for the successful completion of this project.

Please ensure that your reports adhere to the guidelines provided and are submitted in the required format. If you have any questions or require further clarification, please don't hesitate to reach out.

Thank you for your prompt attention to this matter.

Best regards,
Yuvraj dodiya
Senior developer

Email:-3 Resignation Email

To: jayraj@gmail.com

Subject: Resignation – Yuvraj dodiya

Dear Mr. jayraj sarma

I hope you are well. I am writing to tell you that I am resigning from my job as junior web development at TATA web. My last day will be October 12, 2024.

I have accepted a new job as a Senior web development at top company. This is a great chance for me to grow in my career.

I am very thankful for my time at TATA web. I have learned a lot and enjoyed working with everyone.

Thank you for your support and understanding. I hope we can stay in touch.

Sincerely,
Yuvraj

Email :-4 Salary raise email

To: vaibhav@gmail.com

Subject: Request For Salary Raise

Dear Mr. Vaibhav jaday,

I hope this email finds you well. I am writing to formally request a salary raise based on my performance

I have been dedicated to my role, contributed to various projects, and consistently met my targets. I believe my efforts have had a positive impact on the company.

I have also conducted some research and found that the industry standard for my position and experience level is higher than my current salary.

Kindly consider my request for a salary raise. I am open to discussion this matter further.

I look forward to discussing it ahead

Sincerely,
Yuvraj dodiya

Email 5 :- Email Asking for a Status Update

To: devanshpatel@gmail.com

Subject: Following up on module 1 Status

Dear devansh sir,

I hope this email finds you well.

I'm writing to follow up on the status of module 1. As you know, we discussed and during our meeting on 14/10/2024.

I'd appreciate it if you could provide an update on the project's progress, including any challenges or roadblocks we might need to address.

Thank you for your time and attention to this matter.

Sincerely,
Yuvraj dodiya
Team leader
Tops Company