



From purvipawar025@gmail.com



To



Thank You for Your Support and Guidance

Dear Ma'am/Sir

I hope this message finds you well. I am writing to express my sincere gratitude for your continued support and guidance during my recent project.

Your valuable insights and encouragement made a significant difference, and I truly appreciate the time you took to help me grow professionally.

Thank you once again for your kindness and mentorship. I look forward to staying in touch.

Warm regards,

Purvi Pawar

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From purvipawar025@gmail.com



To



## Apology for Delay in Submission of Weekly Report

Dear Ma'am/Sir,

I sincerely apologize for the delay in submitting the weekly performance report on Monday. Due to a sudden technical issue in the data pipeline, I had to verify and cross-check the data thoroughly, which took additional time.

I understand the importance of timely reporting and have already started working with the IT team to ensure such delays don't occur again.

Thank you for your patience and understanding.

Sincerely,  
Purvi Pawar



From purvipawar025@gmail.com



To



## Request for Updated Sales Data for Q2 Analysis

Dear Ma'am/Sir,

I hope this message finds you well. I am currently working on the Q2 sales performance dashboard and require the updated sales transaction data for the months of April to June.

Could you please share the latest CSV file or provide access to the updated database table at your earliest convenience? It will help me complete the analysis within the deadline.

Looking forward to your response.

Best regards,  
Purvi Pawar





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To



## Request for Salary Revision Based on Performance Contributions

Dear Ma'am/Sir,

I hope you're doing well. I am writing to formally request a review of my current salary. Over the past 12 months, I have consistently contributed to the success of our data initiatives – including automating reports, reducing data processing time by 30%, and improving data accuracy in client deliverables.

I believe my contributions justify a salary revision, and I would appreciate the opportunity to discuss this with you further.

Thank you for your time and consideration.

Sincerely,  
Purvi Pawar



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To



## Formal Resignation Notice

Dear Ma'am/Sir,

I hope you are well. Please consider this email as formal notice of my resignation from the position of Data Analyst at XYZ Analytics, effective two weeks from today.

This decision was not easy, as I am truly grateful for the learning opportunities and support I've received over the past 7 years. However, I've decided to pursue a new path aligned with my long-term career goals.

I will ensure a smooth transition by completing ongoing tasks and assisting in the handover process.

Thank you once again for the wonderful experience.

Warm regards,  
Purvi Pawar