



From pallavibeldar6@gmail.com



To  rk@gmail.com



Thanks for Approving My Leave

Dear Sir,

Thank you so much for approving my leave request. I really appreciate your understanding and support.

I'm grateful for your prompt response and for helping me take care of my personal commitments. I'll make sure to wrap up any outstanding tasks and ensure a smooth transition before I leave.

Thanks again for your kindness and support. I'm looking forward to catching up with you when I get back.

Best regards,
Pallavi Beldar





From pallavibeldar6@gmail.com



To

R

rk@gmail.com



Apologize for taking a sudden leave

Dear Sir,

I wanted to reach out and apologize for taking a sudden leave without prior notice. I understand that this may have caused some inconvenience, and I'm truly sorry for any disruption it may have caused to the team and our work.

Please know that I had unforeseen circumstances that required my immediate attention. I'll do my best to catch up on any missed work and ensure a smooth transition upon my return.

Thank you for your understanding and support. If there's anything specific you'd like me to prioritise, please let me know.

Best regards,
Pallavi Beldar



From pallavibeldar6@gmail.com



To

P

pk@gmail.com



Resignation from Data Entry Post

Dear Sir,

I hope you are doing well. I am writing this email to inform you that I have decided to resign from my data entry position at Nakshtra virtual Assistant. I have got an opportunity to work as a data analyst, which will help me grow in my career.

As your firm is a small scale company, I understand it may not have this position for me, so I have to take this next step. I am really thankful to you and the whole team for all the support and experience I gained here.

I will complete my pending work and help in the handover process to make this transition smooth. Please let me know if I can help in any other way.

Thank you once again for everything.

Best regards,
Pallavi Beldar

From pallavibeldar6@gmail.com



To

S

snp@gmail.com



Asking for a Raise in Salary

Dear sir,

I hope you are doing well. I am writing to kindly request a review of my current salary.

I have been working as a Data Entry Operator for Six month now, and I really enjoy being part of the team. During this time, I have worked hard to complete my tasks accurately and on time. I have also handled extra work like helping with data cleaning, preparing reports which I believe has added value to the team.

Considering my contributions and dedication, I would like to discuss the possibility of a salary increase. I am confident my work shows my commitment and the quality I bring to the job.

Could we please schedule a time to talk about this? I appreciate your time and support.

Thank you very much for your understanding.

Best regards,
Pallavi Beldar
Data Entry Operator

From pallavibeldar6@gmail.com



To

P

pqr@gmail.com



Request for Information About Admission Process

Dear Admissions Officer,

I hope you are doing well.

I am interested in applying for the MBA program at your university for the upcoming academic year. Could you please share details about the admission requirements, application deadlines, fees, and any scholarships available?

This information will help me prepare my documents and apply on time.

Please let me know if you need any information from my side. I look forward to your reply.

Thank you very much for your support and time.

Best regards,
Pallavi Beldar