

Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.


1. Thank you Email

From

yaduvanshiadarsh55@gmail.com

▼

To



abc@gmail.com

▼

Thank you

Dear Sir,

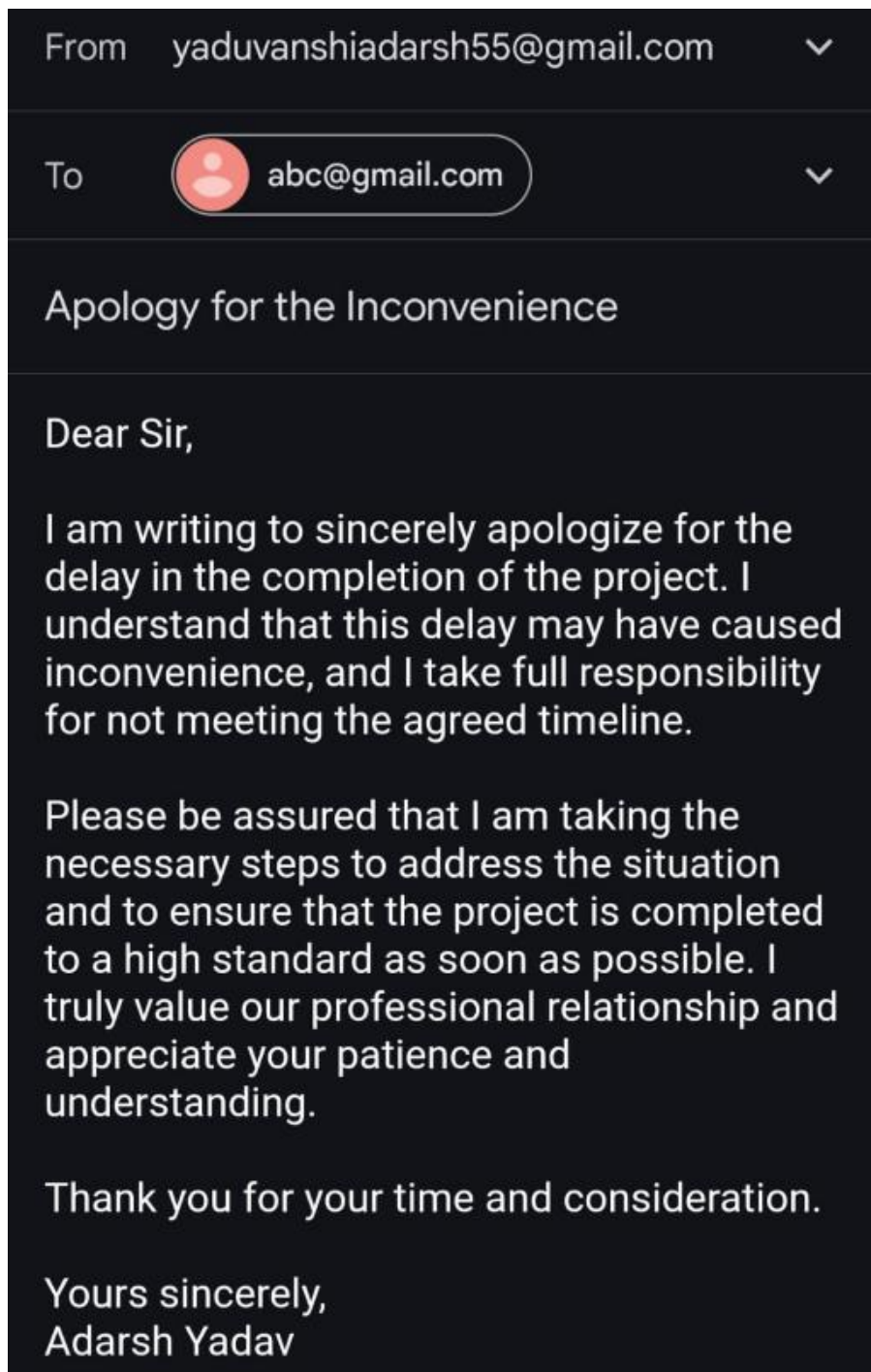
Thank you for taking the time to meet with me, assist me, provide guidance. I sincerely appreciate your support and the opportunity to [mention the purpose briefly].

Your time and consideration were greatly valued, and I am thankful for your assistance.

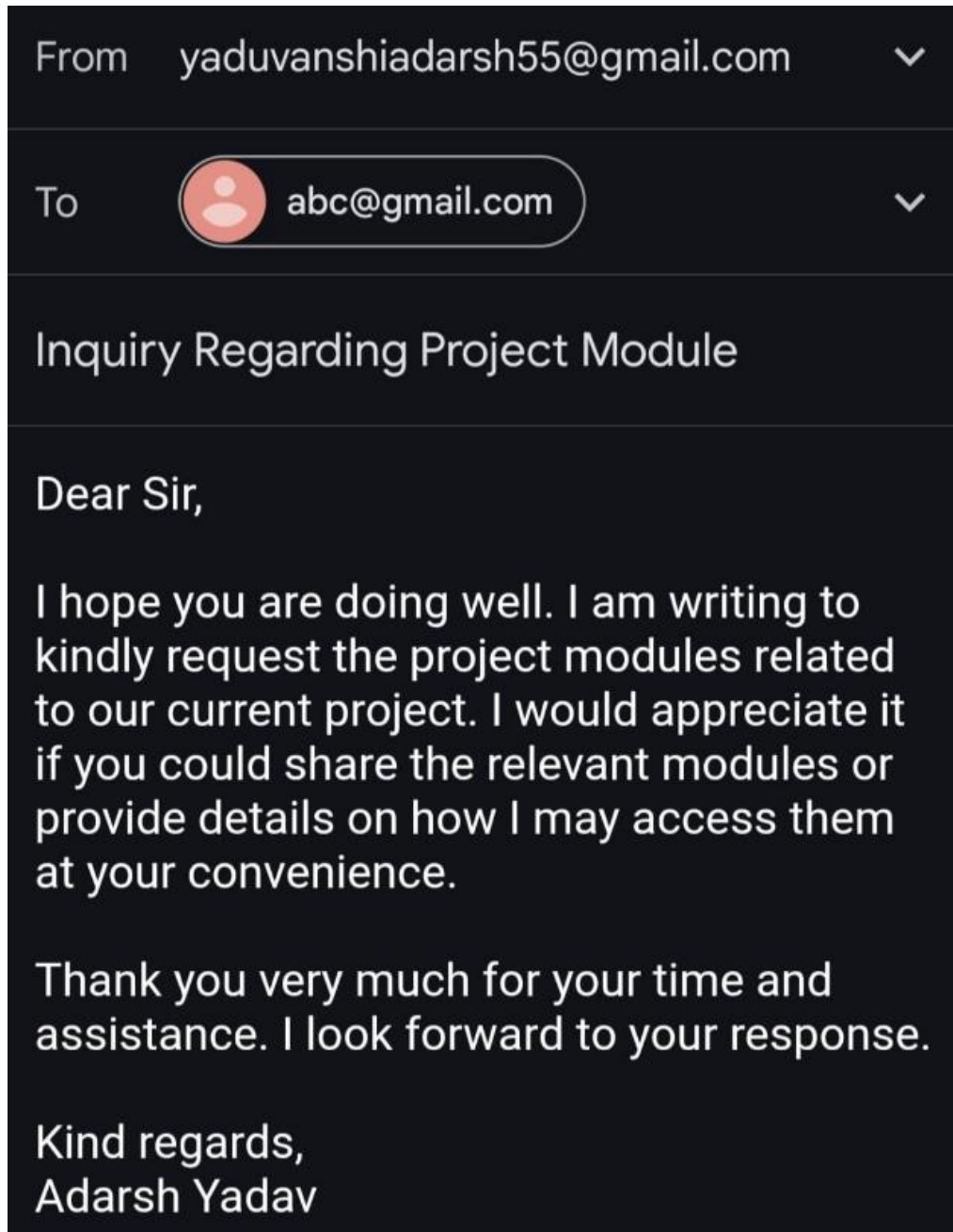
Please do not hesitate to contact me if any further information is required.

Kind regards,  
Adarsh Yadav

## 2. Letter of Apology



## 3. Email of Inquiry for Requesting Information




#### 4. Asking for a Raise in Salary



## 5. Resignation Email

From yaduvanshiadarsh55@gmail.com



To  abc@gmail.com



## Resignation Notice

Dear Sir,

Please accept this email as formal notice of my resignation from my position as Senior Developer, effective 2 years.

I am grateful for the opportunities and support I have received during my time with the organization. I am committed to ensuring a smooth transition and will assist in any way possible during my remaining period.

Thank you for your guidance and understanding.

Yours sincerely,  
Adarsh Yadav