



From bhuyanajit49@gmail.com

---

To

---

Apology for missed Deadline

---

Dear sir

I want to sincerely apologize for missing deadline on the project. I understand that oversight caused inconvenience and disrupted our workflow.

I take full responsibility for this mistake and am unable to complete my task on time. I realize the impact this has had on our team and our commitment.

Again, I am truly sorry for any distress that I have caused. I value our collaboration and hope we can move forward positively.

Best regards



From bhuyanajit49@gmail.com

---

To

---

Request for salary Review

---

Dear manager/HR

I hope this message finds you well. I want a moment to express my appreciation for the opportunity I've had at this company.

I am writing to formally request a review of my current salary. Over the past year, I have taken on additional responsibilities, and I believe my performance demonstrates my growing contribution to the team.

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



From bhuyanajit49@gmail.com

To

Resignation Email

Dear, HR/Manager

I hope you are doing well. I'm writing to inform you of my resignation from my current company. After much consideration, I've made the difficult decision to resign due to shift problem.

I've greatly enjoyed my time working with this company. Thank you so much for the opportunity to work with you. I wish you all the best and hope we can stay connected in the future.

Sincerely

Ajit Bhuyan |



From bhuyanajit49@gmail.com

To

Thank you Email

Respected sir/Mam

I hope this email finds you well, Thank you for your job offer. Please take this email as an acceptance.

I'm excited to join and can't wait to get started. Please feel free to contact me if you have any additional information from me.

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

"Thank you "



From bhuyanajit49@gmail.com

To

Email to boss about a problem : issue w  
project timeline

Dear Boss,

I hope this message finds you well. I wa  
bring to your attention a problem we are  
with the project.

We are experiencing delays, which is im  
our timeline and overall productivity. I be  
needs immediate attention to ensure we  
track.

Would you be available to discuss this f

Thank you for your attention to this mat

