

From sweetyshuka1997@gmail.com

To



rahulagrawal125@gmail.c...



Sick leave Application for office

To
The Manager,
Hindustan Unilever Ltd.

Respect sir,

With a due respect , I am writing these mail to inform you that , I was unable to come to the office for a week as I have contracted a viral fever . I am suffering from a High fever and body pain , so i need to take leave for rest and recovery .I kindly request you to grant me leave for a week. Please contact me if I required, I will be reachable at my mobile 9328716260 as well as email - sweetyshuka1997@gmail.com,I would definitely be there. Thank you for your quick attention to these matter.

Your's sincerely,
Shukla sweety.

From suklasunil952@gmail.com

To



radhikamadaan@gmail.com



Letter For Increment in Salary.

To,
Radhika Madaan,
H.R. Manager,
Tata Steel Industries Ltd.

Respected Madam,
I would like to bring to your notice that , I
have completed one year in your
company as senior Data analyst. As per
the decided norms between us at that
time of joining. I would like to request
you for 20% hike on my existing salary. I
shall be highly grateful to you in doing
so.

Thanks and your Regards,
Sunil Shukla
Sr. Data Analytics.

From suklasunil952@gmail.com

To



anirudhgoenka@gmail.com



Letter with an apology for mistake.

To,
Project Head Department.
Dear sir,

I am writing this letter to accept my mistake that I have misplaced the samples and didn't remember. For these I apologise for being so irresponsible. I will surely change my working strategy and will definitely keep everything noted for future references. please forgive me and provide another chance to prove myself. I shall be very grateful to you for your kindness and consideration.
Thanking you.

Sincerely,
Sunil shukla.

From suklasunil952@gmail.com

To



ankushmaheswari@yahoo...



Inquiry Letter Sample For Misbehave
with Manager.

Respected Sir,

It's has been reported to the management that you Misbehave with assistant manager. Mr.lokesh on 15-04-2025 in the conference room. The management has decided to hold a domestic inquiry on 20-04-2025 in the conference room. Please note that you are requested to come with relevant documentary evidence upon which you wish to rely for your defence.

You will remain suspended unti the completion of the inquiry against you.

Thank you -
Sincerely yours.

Sunil shukla.

From suklasunil952@gmail.com

To  manthansomani@gmail.com ▼

Resignation Letter For a Job

Date - 24-03-2025.

Reliance Company Limited.

To The,

Hiring Manager.

Dear sir,

I am writing to notify you of my resignation from my position as Data Analytics at a reliance Company. My last day will be February 13, 2025. Please let me know how I can be of service during my final two weeks at the company. I am more than happy to train and incoming employee and assist with the transition in any other way. Thank you for all of the professional opportunities you have provided me over the past three years. I wish you and your company all the best.

Your 's faithfully,
Sunil Shukla.