**Q.1. THANK YOU EMAIL**

**Subject:** Thank You for the Interview.

Hello!

Greetings of the day!

Respected Sir,

Thank you for taking the time to speak with me today about the Software Tester position at XYZ TechHub. I appreciated the opportunity to learn more about the role and your team.  
Our conversation confirmed my enthusiasm for the position and my alignment with your goals for the department. I’m excited about the possibility of contributing to your team.  
Please let me know if there's anything further you need from me.

Thank you again for your time and consideration.

Best Regards,  
Arbaz Ajmeri

**Q.2. Letter of Apology**

**Subject:** Apologies for Missing Our Meeting

Hello!

Greetings of the day!

Respected Sir,

I’m very sorry for missing our scheduled meeting today. I completely understand your time is valuable, and I regret the oversight on my part.  
If you’re open to it, I’d love to reschedule at your convenience. I’ll make sure to be fully prepared and on time.

Thanks for your understanding.

Best Regards,  
Arbaz Ajmeri

**Q.3.Reminder Email**

**Subject:** Reminder: XYZ Project Due by 02.05.25.

Hello John!

Greetings of the day!

This is a quick reminder that the deadline for XYZ Project is coming up on 02.05.25. Please let me know if you anticipate any issues or need assistance.  
Thanks for staying on top of this.

Best Regards,  
Arbaz Ajmeri

**Q.4.Asking for a Raise in Salary**

**Subject:** Salary Discussion Request

Hello!

Greetings of the day!

Respected Sir,

I’ve recently reviewed industry benchmarks and noticed that my current salary is below the standard range for similar roles. Considering my performance and contributions to the team,

I’d appreciate the opportunity to discuss a raise.

I’d be glad to share more details at your convenience.

Best Regards,  
Arbaz Ajmeri

**Q.5.Resignation Email**

**Subject:** Thank You and Resignation Notice

Hello!

Greetings of the day!

Respected Sir,

After much thought, I’ve decided to resign from my role at XYZ TechHub, with my final working day being 01 JUNE 25.  
I’m incredibly grateful for the support, mentorship, and experiences I’ve gained during my time here.

Please let me know how I can help with the transition.

Best Regards,  
Arbaz Ajmeri