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Acknowledgment of machine task

I have received your email about acknowledgement of a machine task assigned to me. I appreciate the opportunity to work on this project. I will make sure to give full attention and effort. If there are any further details about the deadline, guidelines and additional information please let me know. I will make sure to be available for anytime and I will connect with the team if there are any questions or clarifications needed.

Best Regards,
Fathimath Sahla AP
Junior Software Developer



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Request for Leave Extension

Hope this email finds you well. I am writing to request an extension of my current leave. Due to viral infection and fever my doctor suggested bed rest . I will need to extend my leave from 25-07-2024 to 02-08-2024.

I understand the significance of my role and responsibilities and will make sure to complete any pending tasks as soon as I return. If there are any urgent matters that need immediate attention, please communicate with me.

Best Regards,
Fathimath Sahla AP
Junior Software Developer



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Congratulations on Your Promotion

I'm really happy to hear about your promotion to Senior Software Developer. Your effort and hardwork is deserved for this position. This is a recognition of your dedication to your role. You give a great impact on our previous project.

When you enter a new role, I have no doubt that you will continue to excel in your work. Several times I am also impressed by your ability to do complex tasks as simple and eager to learn new knowledge. Your positive attribute has been an inspiration to us all, and we are lucky to have you on our team.

Once again, Congratulations for your promotion. I am expecting a great achievement from you in future.

Best Regards,
Fathimath Sahla AP
Team Lead

