

1)Thank You Email

Dear Sir,

I hope you are doing well I wanted to thank you for promoting me I am grateful for this opportunity

Now I feel more motivation in work I will do my best for this company As Now you promoting me, I have to Handle more responsibility in the work

Thank you once again for this opportunity I will look forward to meet you in the office

Best Regard,

Bhavesb

2)Apology Email

Dear Sir,

I hope you are doing well I wanted to apologize for felting a cup of tea on you accidently Today I feel sorry for what happen

As this mistake will not happen again For next time I will take care of this I hope you will not take this too serious

And once again sorry for mistake happen today This mistake will not happen further

Sincerely,

Bhavesb

3)Increase In Salary

Dear Sir,

I hope you are doing well I kindly request to increase my salary I worked here for one and half year

Sometime I make mistake but it won't happen twice in the work I handle it and take care of it as to increase my performance

So, I request please raise my salary It give me more motivation in work and I will increase my performance in the work

Sincerely,

Bhavesb

4)Resignation Email

Dear Sir,

I hope you are doing well I am now leaving this company and as always I am grateful for this opportunity

I liked working in this company and I also feel motivated in the work always I am grateful for this opportunity

And thank you once again for giving me this opportunity I grow myself in this company and like to be part of company grow also

Sincerely

Bhavesb

5) Reminder Email

Dear Sir,

I hope you are doing well I sent this email to remind you for upcoming meeting which will happen tomorrow

As I sent to remind you this will be special meeting for all of us I will look forward to meet you tomorrow as of now take care

Sincerely,

Bhavesb