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Apology for lateness

I am writing to sincerely apologize for being late to work today. I understand that punctuality is important and my tardiness may have disrupted the workflow. The reason for my late arrival was that I missed my alarm due to my daughter's illness. She could not sleep in last night. I take full responsibility for my actions and assure you that I will take steps to prevent this from happening again. Thank you for your understanding.

Thanks & Regards,
Mr. Chetan Manohar Ingle.
Contact : 7057601465
Surat

Send

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topscareersclass@gmail.com

requesting Information about delivery

Dear Sir/Madam,
I am writing to request information regarding my recent order, 03214, placed last monday.
Could you please provide details on the current status of my order, including the expected delivery date and tracking information?
Thank you for your assistance.

Regards,
Mr. Chetan Manohar Ingle
Contact : 7057601465
Surat

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Asking for Salary Review

topscareerssclass@gmail.com

Asking for Salary Review

Dear Sir/Madam,

I am writing to formally request a review of my current salary, as I believe my recent performance and contributions warrant an increase. Based on my performance and the value I bring to the team, I would like to request a salary adjustment to 000000. I am confident that my continued dedication and performance will further benefit the company, and I would welcome the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Regards,
Mr. Chetan Manohar Ingle.
Contact : 7057601465
Surat



topscareersclass@gmail.com

Resignation Mail- CHETAN M INGLE

Dear Sir/Madam,

Please accept this email as formal notification that I am resigning from my position as DA at TOPS, effective 1 March 2025.

I am grateful for the opportunities and experiences I have gained during my time at TOPS. I would like to offer my assistance in ensuring a smooth transition during this time.

Thank you for your understanding and support.

Regards,
Mr. Chetan Manohar Ingle.
Contact : 7057601465
Surat

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Thank you for the Job Interview

I am writing to express my sincere gratitude for the opportunity to interview for the DA position at TOPS surat yesterday. I enjoyed learning more about the role and the team. The discussion further solidified my belief that my skills and experience in data analyzing would be a valuable asset to your team. Thank you again for your time and consideration. I look forward to hearing from you regarding the next steps in the hiring process.

