

Subject: Thank You E-Mail

Subject: Thank You for the Opportunity

Dear Sidhharth Sir,

I hope you are doing well. I wanted to take a moment to sincerely **thank you** for offering me the **Manager** position at **Ozone**. I am truly grateful for the opportunity and excited to join your team.

I appreciate the trust you have placed in me, and I look forward to contributing my skills and efforts to the company's success. I am eager to start working with my colleagues and learning from the talented team at Ozone.

Once again, thank you for this incredible opportunity. Please let me know if there are any next steps I should take before my start date.

Best regards,
Jay Dholakia
+91 9574269515

Subject: Apology E-Mail

Subject: Apology for Delay in Joining

Dear Sidhharth Sir,

I hope you are doing well. I wanted to sincerely **apologize** for the delay in **my joining** at **Ozone** due to some unforeseen **family matters** that required my immediate attention. I deeply regret any inconvenience this may have caused and truly appreciate your patience and understanding.

I remain very excited about the opportunity to be a part of Ozone and contribute to the team. I kindly request your guidance on the next steps and a possible revised joining date that would work for the company.

Thank you for your consideration and support. Please let me know if there is anything further, I need to do to facilitate the process.

Best regards,
Jay Dholakia
+91 9574269515

Subject: Reminder E-Mail

Subject: Follow-Up on Joining Date Confirmation

Dear Sidhharth Sir,

I hope you are doing well. I am writing to follow up on my previous email regarding the delay in my joining due to family matters. I truly appreciate your understanding and patience during that time.

I am now ready to **join Ozone** and would like to confirm the revised **joining date** at your earliest convenience. Please let me know the necessary steps or any formalities I need to complete before my first day.

Looking forward to starting this **new journey** with Ozone. Thank you again for your support, and I appreciate your guidance on the next steps.

Best regards,
Jay Dholakia
+91 9574269515

Subject: Asking for a Raise in Salary

Subject: Request for Salary Increment

Dear Sidhharth Sir,

I hope you are doing well. I am writing to formally request to **increment of my salary** based on my **three years** of dedication and excellent performance at **Ozone**.

Over the past three years, I have consistently delivered **high-quality work**, maintained **punctuality**, and ensured that my tasks and **projects** are **completed well before deadlines**. I take great pride in my strong work ethic, reliability, and ability to contribute effectively to the team's success. My commitment to excellence and efficiency has allowed me to take on additional responsibilities and support the company's growth.

Given my experience, dedication, and contributions, I would appreciate the opportunity to discuss a salary adjustment that fairly reflects my efforts. I would be happy to meet at your convenience to discuss this further.

Thank you for your time and consideration. I look forward to your feedback.

Best regards,
Jay Dholakia
+91 9574269515

Subject: Resignation Email

Subject: Resignation Notice

Dear Sidhharth Sir,

I hope you are doing well. After careful consideration, I have decided to resign from my position (Manager) at Ozone, with my last working day being One Month from Today, as per my notice period.

I am truly grateful for the opportunities and experiences I have gained over the past three years at Ozone. I have always been dedicated to delivering high-quality work, maintaining punctuality, and completing tasks ahead of deadlines. However, after my recent salary increment request was declined, I believe it is the right time for me to explore new opportunities that better align with my professional growth and aspirations.

I am committed to ensuring a smooth transition and will do my best to complete my responsibilities and assist in the handover process during my notice period. Please let me know how I can help facilitate this transition.

Thank you once again for the support and experiences I have had at Ozone. I appreciate the time I've spent here and look forward to staying in touch.

Best regards,
Jay Dholakia
+91 9574269515