**1. Thank You Email**

**Subject:** Thank You for Your Support

Dear Mr. Sharma,

I sincerely appreciate your guidance on the recent project. Your support made a real difference, and I’m grateful for your time and effort.

Looking forward to staying in touch!

Best regards,  
Dhruv Patel

**2. Letter of Apology**

**Subject:** My Sincere Apologies

Dear Ms. Kapoor,

I sincerely apologize for the delay in submitting the report. It was never my intention to cause any inconvenience, and I take full responsibility. I appreciate your understanding and will ensure it doesn’t happen again.

Thank you for your patience.

Best regards,  
Dhruv Patel

**3. Email Asking for a Status Update**

**Subject:** Follow-up on Project Update

Dear Mr. Reddy,

I hope you're doing well. I wanted to check in on the status of the project and see if there are any updates. Please let me know if you need any further information from my side.

Looking forward to your update.

Best regards,  
Dhruv Patel

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

**Subject:** Request for Salary Discussion

Dear Ms. Das,

I hope you're doing well. I’d like to request a meeting to discuss my salary. Over the past year, I have taken on additional responsibilities and contributed significantly to process improvements and team success. I would appreciate the opportunity to discuss a possible adjustment in my compensation.

Please let me know a convenient time to meet. Looking forward to your thoughts.

Best regards,  
Dhruv Patel

**5. Resignation Email**

**Subject:** Resignation Notice

Dear Mr. Malhotra,

I hope you're doing well. I am writing to formally resign from my position at XYZ Ltd., effective March 15, 2025.

I appreciate the opportunities and support I have received during my time here. It has been a valuable experience, and I am grateful for the time spent working with the team. I will do my best to ensure a smooth transition before my departure.

Please let me know how I can assist during this period.

Best regards,  
Dhruv Patel