1. **Thank you Email**

**Subject: Heartfelt Thanks for your support**

Dear Rahul Pandey,

I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for your invaluable support and guidance during [specific event/project].

Your insights and encouragement have been instrumental in my progress, and I truly appreciate the time and effort you have dedicated.

It has been a pleasure working with you, and I look forward to future collaborations. Thank you once again for your generosity and mentorship.

**Best regards,**

Dhruv Kathrotiya

1. **Letter of Apology**

**Subject: Sincere Apologies for Missing the Deadline**

dear Priya Patel,

I hope you are doing well. I am writing to sincerely apologize for missing the deadline for [project/report/task] that was due on [specific date]. I understand that this may have caused inconvenience to you and the team, and I take full responsibility for the delay.

The delay occurred due to [brief explanation, e.g., unexpected workload, miscommunication, or unforeseen circumstances], but I fully acknowledge that I should have managed the situation better. I am currently taking the necessary steps to ensure this does not happen again, including better time management and proactive communication.

I deeply regret any disruption this may have caused and truly appreciate your patience and understanding. Please let me know if there is anything I can do to mitigate the impact of this delay.

Once again, I apologize for this oversight and sincerely appreciate your support.

**Best regards,**

Dhruv Kathrotiya

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

**Subject: Follow-up on website development project status**

Dear Ankush,

I hope you’re doing well. I wanted to follow up on the status of the website development project and check if there are any updates or actions required from my end.

Please let me know if there are any changes to the timeline or if further input is needed. I appreciate your time and look forward to your response.

**Best regards**,

Dhruv Kathrotiya

1. **Asking for a Raise in Salary**

**Subject: Request for Salary Review Discussion**

Dear Karan sir,

I hope you are doing well. I would like to request a meaning to discuss a salary review, considering my contributions and growth within the company. Over the past one year, I have taken on additional responsibilities, successfully completed key project such as the marketing campaign Optimization and client retention strategy, and have consistently delivered strong results.

I have also contributed to improving workflow efficiency, increasing customer engagement by 20%, and streamlining internal reporting processes. Given these achievements and my dedication to the company’s success, I would appreciate the opportunity to discuss a possible salary adjustment.

Please let me know a convenient time for us to meet. Thank you for your time and consideration.

**Best regards**,

Dhruv Kathrotiya

1. **Resignation Email**

**Subject: Formal Resignation Notice**

Dear Patil sir,

I hope this email finds you well. Please accept this as my formal resignation from my position as Marketing Executive at ABC corporation, effective March 15, 2025.

I am truly grateful for the opportunities and experience I have gained during my tenure at ABC Corporation. Working with such a supportive team has been incredibly rewarding, and I deeply appreciate your guidance and leadership.

I will do my best to ensure a smooth transition and assist in any way possible during this period. Please let me know how I can contribute to the handover process.

Thank you once again for everything. I look forward to staying in touch and hope our paths cross again in the future.

**Best regards**,

Dhruv Kathrotiya