



From dhruv738375@gmail.com

To



jay577982@gmail.com

Thank You for Your Support

I have been working in the Software Support department for 1 year in my current position as a Software Support Engineer at TechNova Solutions Pvt. Ltd. During this time, I have sincerely appreciated the guidance and support from the team.

Your recent assistance with CRM project helped me complete the work more efficiently. Your cooperation and willingness to help at crucial moments truly make a positive impact. I value your effort and professionalism.

Thank you once again for your continued support.

Warm regards,
Dhruv Patel



From dhruv738375@gmail.com

To



jay577982@gmail.com

Sincere Apology for the Inconvenience

Dear Manager,

I have been working in the Software Support department for 1 year in my current position as a Software Support Engineer at TechNova Solutions Pvt. Ltd., and I truly value the trust placed in me.

I sincerely apologize for mistakenly deleting some project files. I understand that this incident caused inconvenience and may have disrupted ongoing work. I take full responsibility for the oversight and assure you that I am taking the necessary corrective measures to prevent such mistakes in the future. My goal is to ensure that such issues do not occur again.

Thank you for your patience and understanding.

Regards,
Dhruv Patel



From dhruv738375@gmail.com

To  jay577982@gmail.com

Request for Information Regarding Customer Data for CRM

Dear Manager,

I have been working in the Software Support department for 1 year in my current position as a Software Support Engineer at TechNova Solutions Pvt. Ltd. As part of my responsibilities, I require specific information to proceed with an ongoing task.

Could you please share the details regarding the customer data for the CRM? Having this information will help me complete the work more accurately and maintain overall project efficiency. If any document or additional clarification is available, I would appreciate receiving it as well.

Thank you for your cooperation and assistance.

Kind regards,
Dhruv Patel



From dhruv738375@gmail.com

To  jay577982@gmail.com

Request for Salary Review

Dear Manager,

I have been working in the Software Support department for 1 year in my current position as a Software Support Engineer at TechNova Solutions Pvt. Ltd. Throughout this period, I have focused on delivering quality results and contributing to team productivity.

I have handled complex support cases, improved response efficiency, and maintained strong customer satisfaction. Along with my regular duties, I have taken on additional responsibilities to support the team. Considering my contributions and dedication, I kindly request a review of my current salary.

I would appreciate the opportunity to discuss this further at your convenience.

Thank you for your support.

Sincerely, Dhruv Patel



From dhruv738375@gmail.com

To  jay577982@gmail.com

Resignation Effective from 01 January 2026

Dear Manager,

I have been working in the Software Support department for 1 year in my current role as a Software Support Engineer at TechNova Solutions Pvt. Ltd. I am grateful for the opportunities and support I have received during my time here.

After thoughtful consideration, I have decided to resign from my position, effective from 01 January 2026. I truly appreciate the learning experience and the positive work environment. I will ensure a smooth handover of tasks and assist in the transition process.

Thank you for your guidance and support.

Warm regards,
Dhruv Patel