

kavyasenjaliya2@gmail.com

Thank you Email

Dear sir,

I hope this email finds you well. I wanted to take a moment to express my sincere gratitude for the increased deadline of my Project work.

Your kindness and support means a lot to me, and I am grateful for the opportunity to work with you. Please let me know if there is anything I can do in return.

Looking forward to staying in touch.

Best regards,
Dhruv Senjaliya

kavyasenjaliya2@gmail.com

Reminder Email

Dear Kavya Senjaliya ,

I hope you're doing well. I wanted to send a quick reminder about the deadline of your project work next monday. Please let me know if you need any further information or assistance.

Looking forward to your response. Thank you for your time!

Best regards,
Dhruv Senjaliya

kavyasenjaliya2@gmail.com

Apology for making mistake in Project

Dear sir,

I want to sincerely apologize for making a mistake in my project work. I understand how this may have caused inconvenience, and I take full responsibility for it. Please know I am taking steps to prevent this from happening again.

Thank you for your understanding, and I appreciate your patience.

Best regards,
Dhruv Senjaliya

kavyasenjaliya2@gmail.com

Salary Raise Request

Dear sir,

I hope you are doing well. I'd like to request a meeting to discuss a possible salary adjustment based on my contribution and responsibilities. Please let me know a convenient time for you.

Looking forward to your response.]

Best regards,
Dhruv Senjaliya

kavyasenjaliya2@gmail.com

Resignation from Software Tester

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally resign from my position as Software Tester at Marksindia private limited, effective one month from the date of the email.

I want to express my gratitude for the opportunities I've had during my time at Marksindia private limited. It has been a pleasure working with such a talented team, and I've learned a great deal. This decision was not easy, but I believe it is the right step for my career.

Please let me know how I can assist during the transition. I'm happy to help train a replacement or wrap up any ongoing projects.

Thank you again for the support and experiences. I look forward to staying in touch.

Best regards,
Dhruv Senjaliya