**Thank You Email**

Subject: Appreciation for Your Guidance

Dear Jimit,

I hope this mail finds you well. I am writing to sincerely thank you for your invaluable support and guidance during the task.

Your expertise, responsiveness, and willingness to assist played a vital role in ensuring the success of the work, and I truly appreciate your dedication. It was a pleasure collaborating with you, and I have learned a great deal from the experience.

Thank you once again for your time and effort. I look forward to continuing our collaboration and working together on future projects.

Warm regards,

Disha Zalavadiya

Position: XYZ

Company: ABC pvt ltd

Contact: 9081365676

**Letter of Apology**

Subject: Formal Apology for Delay in Submission

Dear Disha,

I hope you are doing well. I am writing to offer my sincere apologies for the delay in submitting the presentation, which was originally due on 30th April.

Unfortunately, there was an unexpected event occurred on the previous day of my submission, which led to the delay. However, I accept full responsibility and understand the inconvenience this may have caused.

I am working diligently to complete the task and will ensure it is submitted no later than 3rd May. Additionally, I am implementing steps to prevent such delays from occurring in the future.

Thank you for your understanding and patience. Please let me know if you require any further information.

Sincerely,

Disha Zalavadiya

Position: Student

Institute: TOPS technologies

Contact No: 9081365676

**Quotation Email**

Subject: Quotation for Industrial Ladder

Dear Raja Shah,

Thank you for your inquiry regarding our industrial ladder. We are pleased to provide the attached quotation, which outlines the pricing, terms, and additional details as requested.

Should you require any clarification, adjustments, or additional information, please feel free to contact me directly. We are committed to offering the highest level of service to our customers.

Thank you once again for considering Raja Palace. I look forward to your response and hope we can move forward soon.

Warm regards,

Disha Zalavadiya

Position: Sales executive

Raja Industries pvt ltd

Contact: 9081365676

Mail: [rajaindustries@gmail.com](mailto:rajaindustries@gmail.com)

**Email Asking for a Raise in Salary**

Subject: Request for Salary Hike

Dear Nishal,

I hope this mail finds you well. I am writing to formally request a review of my current salary based on my performance, contributions, and responsibilities over the past two years.

During this time, I have successfully led many projects like Tantu, Norgam, Nimbus and many more it increased productivity by 20%. Moreover, I took on additional responsibilities like training to the new intern. I believe my performance reflects 20% the value I bring to the team and aligns with our company’s goals.

I would appreciate the opportunity to discuss this matter further at a time that is convenient for you. Thank you for considering my request.

Sincerely,

Disha Zalavadiya

Position: Software development

Contact: 9081365676

Mail: [dishazalavadiya@soboft.com](mailto:dishazalavadiya@soboft.com)

**Resignation Email**

Subject: Notice of Resignation

Dear Anjum,

I hope this message finds you well. I am writing to formally resign from my position as Software developer at Roima Intelligence, effective May 15, 2025 in accordance with the notice period.

This wasn’t an easy decision, as I have truly appreciated the opportunities I’ve had here — both in terms of professional growth and the chance to work alongside such a great team. I have learned a lot during my time at Roima inteligence and I’m genuinely grateful for your support and leadership throughout. I feel that the time is right time for me to explore a new direction in my career.

I am committed to ensuring a smooth transition and will do everything I can to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you once again for the support and leadership throughout my time here.

Sincerely,

Disha Zalavadiya

Contact: 9081365676

Mail: [dishazalavadiya@roima.com](mailto:dishazalavadiya@roima.com)