

# Requesting Email

**Subject:** Request for Assistance Regarding Network Issues in the Office

Respected sir,

I hope you're doing well.

I would like to bring to your kind attention that we have been facing network connectivity issues in the office since 2 month. Due to the slow or unstable internet connection, it's becoming difficult to complete certain tasks and access important online resources.

I kindly request if this issue could be looked into or escalated to the concerned team for a quick resolution, as it's affecting our daily workflow.

Thank you very much for your understanding and support. Please let me know if there's anything I can assist with from my side.

Warm regards,  
Grishma vaghasiya

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# Thank You Email

**Subject:** Thank You for the Opportunity

Respected sir,

I hope you are doing well.

I would like to sincerely thank you for giving me the opportunity to join your team. I am truly grateful for your support and trust in me.

I'm excited to be a part of the organization and look forward to learning, growing, and contributing to the best of my abilities. Thank you once again for this wonderful opportunity.

Warm regards,  
Grishma Vaghasiya

# **Letter of Apology**

**Subject:** Apology for Not Informing About My Leave

Respected sir,

I hope you're doing well.

I sincerely apologize for not informing you in advance about my leave on tuesday. It was unintentional, and I understand that my absence may have caused inconvenience to the team.

I take full responsibility for the oversight and will make sure to communicate properly in the future. I truly appreciate your understanding and support.

Thank you for your patience, and please accept my sincere apologies once again.

Kind regards,  
Grishma Vghasiya

# **Askin for raise in salary**

**Subject:** Request for Salary Review

Respected sir,

I hope you're doing well.

I am writing to respectfully request a review of my current salary. Over the past 4 years,I have been dedicated to my role and consistently worked to contribute to the success of our team and company.

I truly enjoy being part of the organization and take pride in my responsibilities. Based on my performance, added responsibilities, and the value I bring to the team, I would be grateful if you could consider a salary adjustment.

I am open to discussing this at a convenient time and would appreciate any feedback you may have.

Thank you for your time and understanding.

Warm regards,  
Grishma Vaghasiya

## **Resignation Letter**

**Subject:** Resignation Letter

Respected sir

I hope this message finds you well.

I am writing to formally resign from my position as Manager , This decision was not easy, as I have truly appreciated the opportunity to work with you and be part of such a supportive team. I am grateful for the experiences, learning, and professional growth I have gained during my time here.

Please let me know how I can help during the transition period. I am committed to ensuring a smooth handover of my responsibilities.

Thank you once again for the opportunity. I wish the company continued success in the future.

Warm regards,  
Grishma Vaghasiya