**Subject**: Resignation

Dear Swati Piramal,

I hope this message finds you well. I am writing to formally resign from my position as project manager at warrior teach services. Because some reason I left this city.

This decision was not easy for me, and it took a lot of consideration. I have greatly appreciated the opportunity to work with you and the team. The experience I have gained during my time here has been invaluable, and I am grateful for the support and mentorship I have received.

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

Thank you once again for everything. I wish warrior teach services continued success, and I hope to stay in touch in the future.

Sincerely,  
[Hemangi]  
[Project manager]  
[8282828282]

**Subject**: Apology for Delay in Airline Project

Dear Satya Nadella,

I hope this message finds you well. I am writing to sincerely apologize for the delay in completing Airline project that was due on 25th sept.

I understand that timely completion is crucial, and I regret any inconvenience this may have caused you and the team. The delay was caused by the reason for the delay workload. and I take full responsibility for not communicating this sooner.

I am actively working to finalize the task and ensure that it meets the quality standards expected. I expect to have it completed by in 2days.

Thank you for your understanding and patience in this matter. I appreciate your support and guidance.

Sincerely,  
[Hemangi]  
[Project work]  
[8282828282]

**Subject**: Reminder: Pending Salary Payment

Dear Andy Jassy,

I hope this message finds you well. I am writing to kindly remind you about my salary for 20th September 2024 that has not yet been credited to my account. As of today, it has been 10 days since the due date.

I understand that there can be various reasons for delays, but I would appreciate any updates regarding the status of this payment. If there is any further information or documentation you need from my end to expedite the process, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,  
[Hemangi]  
[Project manager]  
[8282828282]

**Subject:** Thank You for the Opportunity

Dear Yesha Mishra,

I hope you're having a great day. I wanted to take a moment to sincerely thank you for offering me the opportunity to join piramal as a fresher. I am truly excited about the chance to contribute to such a dynamic team and to bring my skills and passion to the role.

I am looking forward to collaborating with my colleagues and making meaningful contributions to company goals. I am committed to delivering my best work and making a positive impact at piramal.

Thank you again for trusting me with this opportunity. I can't wait to get started and to grow alongside such a great organization!

Best regards,  
[Hemangi]  
[8282828282]

**Subject**: Request for Status Update on marketing campaign.

Dear Gopal Vittal,

I hope this message finds you well. I am writing to kindly request an update on the status of the marketing campaign that we discussed on.

As we are approaching the deadline, I want to ensure that everything is on track. If there are any challenges or additional resources needed, please let me know how I can assist.

Thank you for your attention to this matter. I look forward to your update.

Best regards,  
[Hemangi]  
[HR Manager]  
[8282828282]