1. Thank You Email

**Subject:** Thank You for Helping Me Improve My Soft Skills

Dear Ketu Chaudhary,

I Hope You Are Doing Well.

Thank You So Much For Helping Me Improve My Soft Skills. Your Support And Advice Have Really Made A Big Difference In How I Speak, Work With Others, And Handle Tasks At Work.

I Truly Appreciate The Time You Gave Me. Your Guidance Has Helped Me Become More Confident And Better At My Job.

Thanks Again For Everything.

Best Regards,  
Manas Joshi  
(Data Analyst)

1. Apology Letter

**Subject:** Apology For Breaking Office Policy

Dear Sir,

I Hope You Are Doing Well.

I Would Like To Sincerely Apologize For Not Following Office Rules By Using My Mobile Phone During Working Hours. I Understand This Was Unprofessional And Could Have Affected My Performance And The Work Environment.

I Take Full Responsibility For My Actions And Assure You That I Will Avoid Such Behavior In The Future. I Truly Respect The Company's Policies And Will Follow Them More Carefully From Now On.

Thank You For Your Understanding And Support.

Best Regards,  
Manas Joshi  
(Data Analyst)

1. Asking for Salary Raise

**Subject:** Request FOR Salary Review Due TO Performance

Dear Manager,

I Hope Everything Is Going Well.

I Would Like To Kindly Request A Review Of My Salary. In The Last 2 Years, I’ve Taken On More Responsibility And Also Received The Shining Star Award 2025 And Star Performer Of The Month Twice.

I Enjoy Working At Hitech And Am Committed To Doing Great Work. I Hope We Can Discuss A Possible Salary Adjustment Based On My Contribution.

Best Regards,  
Manas Joshi  
(Data Analyst)

1. Resignation Email

**Subject:** Resignation – Final Working Day On August 10, 2025

Dear Sir,

I Hope You Are Doing Well.

Please Accept This Email As My Formal Resignation From Joshi Tech Soft Company. My Last Working Day Will Be August 10, 2025.

Thank You For The Support And Learning Opportunities I Received Here. It Was Not An Easy Decision, But I Believe It Is The Right Step For My Career Growth.

I Will Ensure A Smooth Handover Before I Leave. Please Let Me Know How I Can Help In The Transition.

Best Regards,  
Manas Joshi  
(Data Analyst)

1. Reminder Email

**Subject:** Reminder: Award Event On 10th August At Tathastu

Dear Team,

I Hope You All Are Doing Well.

This Is A Kind Reminder For The Upcoming Award Event On 10th August 2025 At Tathastu Party Plot, Ahmedabad. We’re Excited To Celebrate Everyone’s Hard Work And Achievements.

Please Be There, And Feel Free To Contact Me If You Need More Details.

Best Regards,  
Manas Joshi  
(Data Analyst)