

Dear Pankaj Kumar Sir,

I am sincerely grateful for the promotion and the opportunity to grow further in my role at Wipro. Thank you for recognizing my efforts and believing in my capabilities.

Lassure you that I will continue to give my best, take on new responsibilities with full dedication, and contribute effectively to the team's success.

Once again, thank you for this honor and your trust.

Warm regards, Nitish Kumar Data Analytics | Wipro



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Subject: Apology for Leave Without Prior Intimation

pankaj.kumar@wipro.com

Subject: Apology for Leave Without Prior Intimation

Dear Pankaj Kumar Sir,

I hope you are doing well.

I am Nitish Kumar Poddar, working in the Data Analytics team at Wipro. I sincerely apologize for being absent without informing you in advance.

Due to an unexpected personal emergency, I was unable to notify you on time. I completely understand the importance of following company policies and maintaining proper communication.

I take full responsibility for this lapse and assure you that such a situation will not occur again. I truly appreciate your understanding and support.

Thank you for your time and consideration.

Sincerely, Nitish Kumar Poddar Data Analytics Wipro



Subject: Request for Information Regarding [upcoming training sched...

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pankaj.kumar@wipro.com

Subject: Request for Information Regarding [upcoming training schedule / project assignment details / onboarding documents / leave policy, etc.].

Dear Pankaj Kumar Sir,

I hope this email finds you well.

My name is Nitish Kumar Poddar, and Lam associated with the Data Analytics team at Wipro. Lam writing to kindly request information regarding [upcoming training schedule / project assignment details / onboarding documents / leave policy, etc.].

I would greatly appreciate it if you could provide the relevant details or guide me to the appropriate person or department who can assist further. Please let me know if you need any additional information from my side

Looking forward to your response.

Thank you for your time and support

Warm regards, Nitish Kumar Poddar

Data Analytics

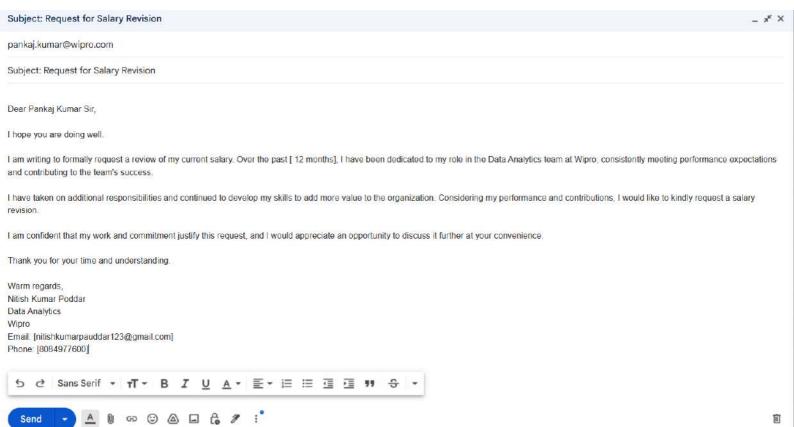
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Email: [nitishkumarpauddar123@gmail.com]

Phone: [8084977600]



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Subject: Resignation from the Position of [Team Leader]

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pankaj.kumar@wipro.com

Subject: Resignation from the Position of [Team Leader]

Dear Pankaj Kumar Sir,

I hope this message finds you well.

I am writing to formally resign from my position as [Team Leader] in the Data Analytics department at Wipro, effective from [Last Working Date (15-07-2025)— usually after notice period].

This was not an easy decision for me, as I have learned and grown professionally during my time at Wipro. I am truly grateful for the opportunities, guidance, and support I have received from you and the entire team.

I will ensure a smooth transition by completing any pending tasks and assisting in knowledge transfer during my notice period.

Thank you once again for everything. I hope to stay in touch and wish Wipro continued success.

Warm regards, Nitish Kumar Poddar Data Analytics Wipro

Email: [nitishkumarpauddar123@gmail.com]

Phone: [8084977600]



