



From pavan1619boddu@gmail.com



To

A

abc@gmail.com



Thank you for approving urgent leave

Hi sir,

Thank you so much for understanding and approving my urgent leave. I really appreciate your support and quick response during a time when I needed it most.

Thank You ,
PAVAN BODU |

8:08:49

0.79 KB/S 5G 91%



From pavan1619boddu@gmail.com



To

A

abc@gmail.com



Apology for missing the deadline

Hi sir,

I'm sorry for missing the deadline for task. I understand the impact and will make sure to manage my time better next time.

Thanks for your understanding.

Best regards,
PAVAN BODU.



From pavan1619boddu@gmail.com



To

A

abc@gmail.com



Request for information

Hi ,

I hope you're doing well. I wanted to ask for some information about the new software update. Please let me know the details when you get a chance.

Thanks,
PAVAN BODU.

8:26:28

0.02 KB/S 5G 88%



From pavan1619boddu@gmail.com



To

A

abc@gmail.com



Request For Salary Raise

Hi sir,

I hope you're doing well. I wanted to kindly ask if we could discuss the possibility of a salary increase. I've been working hard and taking on more responsibilities.

Thanks for considering my request.

Best regards,
PAVAN BODU.



From pavan1619boddu@gmail.com



To  abc@gmail.com



Resignation

Hi sir,

I'm writing to let you know that I'm resigning from my position as Jr. Assistant at ABC Company due to personal reasons. My last working day will be Thursday, April 25, 2025.

Thank you for the support and opportunities.

Best regards,
PAVAN BODU.