

1.Thank You Email

From: poonamkumbhani1@gmail.com

To: hemakshi1@gmail.com

Subject: Thanks for your help in my project travel booking platform

Dear Hemakshi,

I hope you are doing well. I would like to extend my sincere gratitude for your valuable support and guidance during travel booking platform.

Your guidance, effort, and time truly made a big difference. Without your support, I would have faced many difficulties, but you made the process smooth and successful.

Working with you was a great experience and I also learned a lot during this journey. I deeply appreciate your kindness and teamwork.

Once again, thank you so much for standing by me. I truly value our friendship and look forward to working together in the future as well.

Warm regards,

Poonam kumbhani

2. Letter of Apology

From: poonamkumbhani1@gmail.com

To: nirav12@gmail.com

Subject: Apology for delay in php assignment

Dear Nirav sir,

I hope you are doing well. I sincerely apologize for the late submission of my PHP assignment.

Due to reason in health issues, I was unable to complete it on time.

I understand the importance of timely submissions and regret for any inconvenience caused.

Thank you for your understanding and support.

Yours sincerely,

Poonam kumbhani

3. Reminder email

From: poonamkumbhani1@gmail.com

To: bhautik22@gmail.com

Subject: Friendly reminder for deadline your driving licence

Dear Bhautik,

I hope this email finds you well. This is a kind reminder regarding for your driving license exam scheduled for 22 sep 2025 and your time is 2:00pm. Please ensure that everything is prepared accordingly.

If you need any assistance or further clarification, feel free to reach out to me.

Thank you for your attention, and I look forward to your response.

Best regards,

Poonam kumbhani

4.Asking for a Raise in Salary

From: pooonamkumbhani1@gmail.com

To: mehulmistri1@gmail.com

Subject: Request for salary review in h k infosoft

Dear Mehul Mistri,

I hope you are doing well. I would like to take this opportunity to express my appreciation for the support and guidance I have received while working at HK Info soft. Over the past one year ,I have enjoyed contributing to travel booking platform, which I believe have added value to the team and the organization.

In light of my contribution and growing responsibilities, I would like to kindly request a review of my current salary. I am confident that my performance and commitment to achieving our team goals demonstrate my value to the company.

I would be grateful if we could schedule a time to discuss this matter further.

Thank you for considering my request.

Sincerely,

Poonam kumbhani

5. Resignation Email

From: poonamkumbhani1gmail.com

To: sanket23@gmail.com

Subject: Resignation from Front-End Developer position

Dear Sanket,

I hope you are doing well. I am writing to formally resign from my position as a front-end developer at H K Infosoft, effective 22 sept 2025.

I am grateful for the opportunities I have had to learn and grow during my time here. I sincerely appreciate your support and guidance, as well as the chance to work with such a talented team.

I will do my best to ensure a smooth transition by completing my pending tasks and assisting in handing over my responsibilities. please let me know how I can help during this period.

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

Sincerely,

poonam