

## Effective Communication

## 1.Thank you Email

[illegible]

## 2. Letter of Apology

### Apology for Uninformed Leave



Recipients

Apology for Uninformed Leave

Dear Sir/Madam,

I hope you are doing well. I am writing to sincerely apologize for being absent on April 10th and 11th without prior notice or approval. I understand that this was unprofessional and may have caused inconvenience to the team and the company.

The absence was due to sudden illness and I regret not informing you in advance or following the proper leave procedure. I take full responsibility for this oversight and assure you it will not happen again in the future.

I value the company's policies and the trust placed in me, and I am committed to maintaining better communication and accountability moving forward.

Thank you for your understanding, and please accept my sincere apologies.

Kind regards,  
Purvik Darji

Send



### 3. Resignation Email

Resignation - Purvik Darji



Recipients

Resignation - Purvik Darji

Dear sir/madam,

I am writing to let you know that I am resigning from your organization. My last working day will be 15, December, 2024. I am grateful for the experience and the chance to work with such a wonderful team.

I hope a two weeks notice is sufficient for you to find a replacement for me. If I can help to train my replacement, please let me know.

Thank you for the opportunities and support you have provided during my time here.

**Best regards,**

Purvik Darji

Send



Resignation - Purvik Darji

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Recipients

Asking for a Raise in Salary

Dear sir/madam,

I enjoy working here and appreciate the challenges that my position provides me every day.

I regret to tell you that I have completed two year in your company. I have completed all of my work and projects before the deadline. After all this past one year my salary has not increased. Please tell me how much time you need for my salary raise?

I hope you see my records and raise my salary as soon as possible.

Thank you.

With regards,  
Purvik Darji

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Asking for a Raise in Salary

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Recipients

Request for Project Information

Dear sir/madam,

I hope this email finds you well. I am writing to request more information about the website you need. I am interested in understanding your requirements.

Could you please provide me with the relevant details or resources or contact who can assist?

Thank you for your time and assistance. I look forward to your response.

Best regards,  
Purvik Darji  
XYZ Company

Send ▼

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