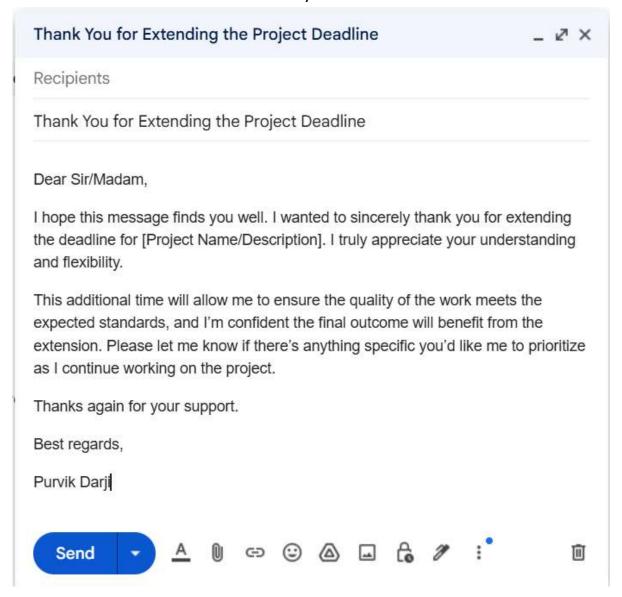
Effective Communication

1.Thank you Email



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





















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



4. Asking for a Raise in Salary



5. Email of Inquiry for Requesting Information

