**Task: Write professional emails based on any 5 of the following scenarios. Ensure clarity, conciseness, and a formal tone.**

**1. Thank you Email:**

**Subject:** Thank You for Your Support and Guidance.

Dear **Mr.Tushar Solanki** ,  
I hope this message finds you well.

I am writing to sincerely thank you for your support and guidance on the recent project. Your insights and encouragement played a key role in ensuring its successful completion.

I truly appreciate the time and effort you invested in mentoring me throughout the process. It was a valuable learning experience, and I look forward to applying these insights in future assignments.

Thank you once again.

Best regards, **Rahul Kamat  
Mern Stack Developer**

**2. Letter of Apology:**

**Subject:** Apology for Missing the Project Deadline.

Dear **Mr. Tushar Solanki**,  
I hope you are well.

I would like to offer my sincere apologies for not meeting the deadline for the Project submission. Due to unforeseen circumstances, I was unable to complete the task on time.

I take full responsibility for this delay and understand the inconvenience it may have caused. I am currently working diligently to complete the task and expect to submit it by 28th May 2025.

Thank you for your patience and understanding.

Best regards, **Rahul Kamat  
Mern Stack Developer**

**3. Resignation Email:**

**Subject:** Resignation Notice – Rahul Kamat.

Dear **Mr. Tushar Solanki**,  
I hope you are doing well.

Please accept this letter as formal notice of my resignation from my position as **Mern Stack Developer** at **Soft Solutions**, effective 23rd April 2025.

This was not an easy decision, as I have greatly valued my experience at **Soft Solutions**, particularly the support of a dedicated team and leadership. However, I have decided to pursue a new direction in my career.

I am committed to ensuring a smooth transition and will do my best to wrap up my responsibilities or assist in training a replacement.

Thank you for the opportunity and guidance during my time here.

Best regards, **Rahul Kamat  
Mern Stack Developer**

**4. Reminder Email:**

**Subject:** Friendly Reminder: Project Completion Timeline.

Dear **Mr. Tushar Solanki**,  
I hope this message finds you well.

This is a gentle reminder regarding the Project deadline, scheduled for 28th May 2025. As we approach the completion date, I wanted to ensure that everything is on track and to see if you require any assistance or additional resources.

Timely completion is important to meet our overall timeline, and your efforts are greatly appreciated. Please feel free to update me on the current status or share any concerns that may affect the schedule.

Looking forward to your response.

Best regards,  
**Rahul Kamat  
Mern Stack Developer**

**5. Asking for a Raise in Salary:**

**Subject:** Request for Salary Review.

Dear **Mr. Tushar Solanki**,  
I hope you are doing well.

I am writing to formally request a review of my current salary based on my performance and contributions to the team over the past 1 Year.

During this period, I have successfully led projects, improved efficiency, increased client satisfaction, which I believe have added significant value to our department and the organization.

I am committed to continuing my professional growth and contributing to the company’s success. In line with industry standards and my performance, I would appreciate the opportunity to discuss a possible salary adjustment.

Please let me know a convenient time for a meeting to discuss this further.

Thank you for your time and consideration.

Best regards,  
**Rahul Kamat  
Mern Stack Developer**