

From salunkeritu28@gmail.com



To



abc@gmail.com



Thank you

Dear abc company

I am ritu salunke , I hope you are doing well.I am working at your company as a junior employee.

I hope this message finds you well. I wanted to take a moment to sincerely thank you for the support, opportunities, and positive work environment that I've experienced as part of this organization.

Being a part of your company has been both a privilege and a great learning experience. I truly appreciate the trust and encouragement I've received, which has helped me grow professionally and personally.

Thank you again for everything. I look forward to continuing to contribute and be part of our shared success.

Warm regards,
Ritu Santosh Salunke

From salunkeritu28@gmail.com



To



xyz@gmail.com



Apology for Emergency Leave Without Prior Notice.

Dear Manager,

I am ritu salunke ,I hope you are doing well.I am working at your company as a junior employee.

I hope you're doing well. I want to sincerely apologize for my unexpected absence on yesterday. Due to a personal emergency, I had to step away urgently and, unfortunately, was unable to inform you or the team in advance.

I understand the importance of communication and the impact this may have had on the team's workflow. I take full responsibility for the inconvenience caused and truly regret not being able to notify you beforehand.

The situation has now been resolved, and I'm committed to making up for any missed responsibilities. I will ensure to keep better communication going forward, even in case of emergencies.

Thank you for your understanding and continued support.

Warm regards,
Ritu Santosh Salunke.

From salunkeritu28@gmail.com



To



xyz@gmail.com



Request for Information

Dear Manager,

I am ritu salunke ,I hope you are doing well.I am working at your company as a junior employee.

I hope this message finds you well. I am writing to request some information regarding project details.

Specifically, I would like to know more about:

- time period of project
- project manager

This information will help me to complete a task.

I would appreciate it if you could provide the details at your earliest convenience. Please let me know if you need any additional information from my side.

Thank you for your assistance.

Warm regards,
Ritu Santosh Salunke. |

From salunkeritu28@gmail.com



To pqr@gmail.com



Request for Salary Review

Dear Manager

I am ritu salunke , I hope you are doing well.I am working at your company as a junior employee.

I hope you're doing well. I'm writing to formally request a review of my current salary based on my contributions and continued commitment to XYZ company.

Over the past 3 years, I've taken on projects, achievements, or additional duties. I believe these contributions have positively impacted our team and the company's goals.

I'm confident in my continued ability to deliver results and grow with the company, and I would appreciate the opportunity to discuss the possibility of a salary adjustment that reflects my performance and added responsibilities.

Please let me know a convenient time to talk further. Thank you for your time, understanding, and support.

Warm regards,
Ritu Santosh Salunke.

From salunkeritu28@gmail.com



To  pqr@gmail.com



Resignation Letter –Salunke Ritu Santoshbhai

Dear Manager

I am ritu salunke , I hope you are doing well.I am working at your company as a junior employee.

I hope this message finds you well. Please accept this email as formal notice of my resignation from my position as senior employee at XYZ Company, effective 30 may.

Working at your company has been a valuable experience, and I am grateful for the opportunities for professional and personal growth during my time here. I appreciate the support and guidance provided by you and the team.

I will do my best to ensure a smooth transition and complete any pending tasks. Please let me know how I can help during the handover process.

Thank you once again for the opportunity to be a part of XYZ company. I wish the company continued success in the future.

Warm regards,
Ritu Santosh Salunke.