

## 1. Letter of Apology

**Subject:** Apology for the Absence

Dear Prachi Ma'am,

I hope you are doing well.

I am writing to sincerely apologize for my absence in offline lectures. I understand that this may have caused inconvenience, and I truly regret that.

The situation occurred due to my poor health. It was not my intention to be careless, and I take full responsibility for the situation.

I value the importance of discipline and professionalism, and I assure you that I will be more careful going forward to ensure this does not happen again. I appreciate your understanding and patience in this matter.

Thank you for taking the time to read this. I hope you will kindly consider my apology.

Warm regards,  
Romil Raja  
Backend-Python

## 2. Reminder Email

**Subject:** Follow-up on Attendance Status

Dear Prachi Ma'am,

I hope you are well.

I just wanted to follow up on my previous message regarding my attendance status. Whenever you have a moment, I would appreciate your update.

Thank you, and I look forward to hearing from you.

Best regards,  
Romil Raja

### 3. Resignation Email

**Subject:** Resignation

Dear Prachi Ma'am,

I would like to inform you that I am resigning from my role as Python Developer at TOPS Technologies. My last working day will be 20<sup>th</sup> December, 2025.

Thank you for the support and opportunities during my time here. I truly appreciate the experience.

Kind regards,  
Romil Raja

### 4. Asking for a Raise in Salary

**Subject:** Discussion Regarding Salary

Dear Prachi Ma'am,

I hope you are well.

I would like to respectfully request a discussion regarding my salary. Since joining the team, I have been focused on improving my skills, taking responsibility for my tasks, and contributing positively to the team.

I would appreciate your guidance and consideration regarding a possible salary review. Thank you for your time and support.

Best regards,  
Romil Raja

### 5. Thank You Email

**Subject:** Thank You

Dear Prachi Ma'am,

I hope you are doing well.

I wanted to sincerely thank you for your time, support, and guidance. I truly appreciate the effort and attention you have given, and it has been very helpful. Your support means a lot to me, and I am grateful for the opportunity to learn soft skills from this experience.

Thank you once again.

Warm regards,  
Romil Raja