

Thank You Mail

To: Ketu147@gmail.com

Subject: Thank You for Your Support with Soft Skills Development

Dear Ketu Chaudhary,

I hope this message finds you well.

I wanted to take a moment to sincerely thank you for your support and guidance in developing my soft skills. Your encouragement and insights have played a meaningful role in helping me grow both personally and professionally.

I truly appreciate the time and effort you've invested, and I look forward to applying these skills in my work and future interactions.

Thank you once again for your continued support.

Warm regards,

Ruturajsinh Rathod
(Mern Stack Developer)

Letter of Apology

To: Mevishalsinghrajput@gamil.com

Subject: Apology for Late Assignment Submission

Dear Sir,

I hope this message finds you well.

I am writing to sincerely apologize for submitting my Soft Skills assignment late. I understand the importance of meeting deadlines and the impact that late submissions can have on your schedule and assessment process.

Due to Medical Emergency, I was unable to submit the assignment on time. I take full responsibility for this delay and understand that it may affect my grade or standing in the class.

I have completed the assignment and submitted it as soon as possible. I assure you that I am taking this matter seriously and will make every effort to manage my responsibilities more effectively going forward.

Thank you for your understanding, and I sincerely appreciate your time and support.

Best regards,

Ruturajsinh Rathod
(Mern Stack Developer)

Reminder Email

To: Teams@gamil.com

Subject: Reminder: Upcoming Sports Event

Dear Teams,

I hope you are doing well.

This is a kind reminder about the upcoming **Sports Event** scheduled for **10th August 2025** at **Mevada Party Plot**, Ahmedabad. We're looking forward to celebrating the achievements and contributions of our team, including your valuable role.

We are excited to have you join us for a day filled with enthusiasm, sportsmanship, and great energy. Please ensure to arrive on time and come prepared for an enjoyable and engaging experience.

Please ensure your presence and let us know if you have any questions or need further details.

Warm regards,
Rathod Ruturajsinh
(Mern Stack Developer)

Asking For Raise in Salary

To: Jay1234@gamil.com

Subject: Request for Salary Review

Dear Sir,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over **the past 5 Years**, I'm proud of what I've accomplished, including:

- additional responsibilities
- contributed to Raising Star Award 2023
- 2-Times Star Performer of the Month

Given these contributions and my ongoing commitment to the team's success, I would appreciate the opportunity to discuss a salary adjustment that reflects my performance and responsibilities.

Warm regards,
Rathod Ruturajsinh
(Mern Stack Developer)

Resignation Email

To: Mevishalsinghrajput1234@gamil.com

Subject: Resignation Notice – Effective Dec 19, 2024

Dear Vishal,

I hope you are doing well.

I am writing to formally resign from my position at ABC Company, with my last working day being Dec 19, 2024.

I appreciate the opportunities and experiences I have gained during my time here and am grateful for the support from you and the team. I am committed to ensuring a smooth transition and will do my best to complete any pending work and assist in handing over my responsibilities.

Thank you again for everything, and I hope to stay in touch.

Best regards,
Ruturajsinh Rathod
(Mern Stack Developer)

