

## 1) Thank you E-mail

**Date:** 20th September 2023

**From:** abc@gmail.com

**To:** xyz@gmail.com

**Subject:** Thank you for the letter of Reference

Respected Sir,

I hope you're doing well. I wanted to express my sincere gratitude for the letter of reference you provided. I really appreciate you taking the time to write the letter it means a lot to me and will undoubtedly help me in getting my next job.

Again, thank you very much to assist me. I truly appreciate your effort and generosity.

Best regards,

Shraddha Shukla

7052217538

## 2) Asking for a raise in Salary

**Date:** 20th September 2023

**From:** abc@gmail.com

**To:** xyz@gmail.com

**Subject:** Request for Increment in Salary

Dear sir,

I hope this message finds you well. I am writing this to inform you that I have been working diligently for the past two years to make valuable contribution to the organization. From the past few months I have also taken on additional responsibilities and made major contributions in recent projects.

Given my enhanced role and performance I would like to request a raise in my salary. Though I like the professional opportunities the company offers me, I regret to tell you that my current salary doesn't meet my expectations.

Thank you for considering my request. I look forward to our discussion for the same.

Regards,

Shraddha Shukla

7052217538

### 3) Resignation Email

**Date:** 20th September 2023

**From:** abc@gmail.com

**To:** xyz@gmail.com

**Subject:** Resignation Notice

Dear Sir,

Please accept this email as my formal resignation from my position effective two weeks from now.

I want to thank you for giving me this opportunity and let me become an integral part of the company. I wish everyone from the team much success from the coming years.

Thank you for your understanding and if there is anything I can help you with before leaving, please let me know.

Thanks & Regards,

Shraddha Shukla

7052217538

## 4) Letter Of Apology

**Date:** 20th September 2023

**From:** abc@gmail.com

**To:** xyz@gmail.com

**Subject:** Apology Letter

Dear Sir,

I am writing this letter to sincerely apologize for the mistakes I made during the presentation and meeting with the client. I understand that what I did was completely wrong and unprofessional. I deeply regret the negative impact it may have had.

Though it is impossible to change what happened, I am taking steps to prevent it from happening ever again. I am trying my best to make things right and am taking full responsibility for my mistakes.

Thank you for your understanding and patience. Once again I apologize.

If there is anything more I can do to resolve this matter and appease your anger, then please let me know.

Thanks and Regards,

Shradha Shukla

7052217538

## 5) E-mail your boss about your problem

**Date:** 20th September 2023

**From:** abc@gmail.com

**To:** xyz@gmail.com

**Subject:** Reporting an issue

Dear sir,

I need to bring an issue to your attention regarding the recent project I have been working on. There are certain issues with it and I am not getting any clarity regarding the same. I have already asked to my colleagues but they have been of no help to me.

There are uncertainties in the demands of client due to which I am getting confused. I tried everything from my end to resolve the issue but it is going nowhere. Please address this issue as soon as possible and let me know if anything I can do to resolve this

Regards,

Shraddha Shukla

7052217538

