

1)Thank You Email

Date: 25th October 2024

From: shrutiujeniya6@gmail.com

To: xyz@gmail.com

Subject: Thank You for Your Support and Reference

Respected Mem,

I hope this email finds you well. I wanted to express my sincere gratitude for the letter of **reference you provided**. Your kind words and support mean a great deal to me, and I truly appreciate the **time** and **effort** you took to assist me.

Your endorsement has been **invaluable**, and I am confident it will make a positive difference in my application. Please know that your support is deeply appreciated, and I am grateful for your confidence in me.

Thank you once again for your generosity and for being such a great support.

Warm regards,

Shruti Ujeniya

7862987392

2) Email of Apology

Date: 25th October 2024

From: shrutiujeniya6@gmail.com

To: xyz@gmail.com

Subject: For Apology

Dear Sir,

I hope this message finds you well. I want to sincerely **apologize** for the mistakes I made during **company's meeting**. I understand the impact it may have had, and I'm **truly sorry** for any inconvenience caused.

Please know that I'm taking steps to ensure this doesn't happen again.

Thank you for your understanding.

Best regards,

Shruti Ujeniya

7862987392

3) Reminder Email

Date: 25th October 2024

From: shrutiujeniya6@gmail.com

To: xyz@gmail.com

Subject: Reminder about Diwali Calibration

Hi Dear,

I hope this message finds you well! I just wanted to remind you about the **Diwali Calibration** in our company. scheduled for **October 31th** at **12:00 pm**.

Please let me know if you have any questions or need further information.

Thanks!

Best,

Shruti Ujeniya

7862987392

4) Asking for a Raise in Salary

Date: 25th October 2024

From: shrutiujeniya6@gmail.com

To: xyz@gmail.com

Subject: Request for Salary Review

Dear Sir,

I hope this message finds you well. I would like to request a meeting to discuss my current compensation. Over the **past 2 Years**, I've taken on additional responsibilities and made **huge contribution** in recent projects, which I believe demonstrate my growth and value to the team.

I'd appreciate the opportunity to discuss a **salary adjustment** in line with my contributions and the current industry standards.

Thank you for your consideration.

Best regards,

Shruti Ujeniya

7862987392

5) Resignation Email

Date: 25th October 2024

From: shrutiujeniya6@gmail.com

To: xyz@gmail.com

Subject: Resignation Notice

Dear Sir,

I hope this message finds you well. Please accept this email as **formal notice** of my **resignation** from my “**Hr**” Position at **Ramdev Industrial Park**, effective **November 8, 2024**.

I appreciate the opportunities and experiences I’ve gained during my time here, and I am committed to ensuring a smooth transition.

Thank you for your support.

Best regards,

Shruti Ujeniya

7862987392