Resignation later   Add label

Draft 12:25 pm

to manisha ⌄

From	Sumit Patil • patilsumit0963@gmail.com
To	manisha patil • manishapatil1256@gmail.com
Date	9 Nov 2025, 12:25 pm

See security details

Respected ma'am
Please accept this letter as my formal resignation from my role as backend devloper at xyz company, effective from 25/11/2025 I have decided to pursue a new opportunity that aligns with my career growth.

I am thankful for the support and experience I have gained here. I will ensure a smooth transition and handover of responsibilities.

Thank you for your understanding.
Kind regards,
Sumit patil
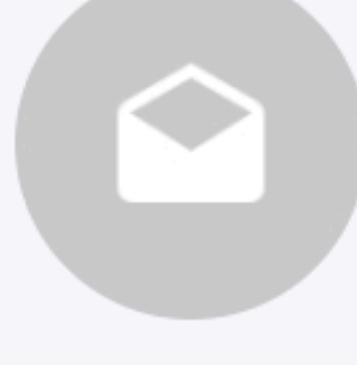
99+

Asking for raise in salary Add label ☆

Draft 12:18 pm

to manisha ⌃

From	Sumit Patil • patilsumit0963@gmail.com
To	manisha patil • manishapatil1256@gmail.com
Date	9 Nov 2025, 12:18 pm
	See security details

Dear manisha,

I hope this message finds you well. I am writing to formally request a revision of my salary. During the last working period. I have successfully.

I have consistently worked to support team goals and deliver results. I believe my performance and contribution justify a salary adjustment.
I look forward to discussing this with you.

Thank you for your consideration.
Regards,
Sumit patil
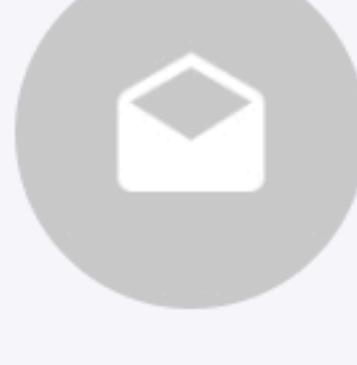
99+

Request for information about the next project Add label

|	
From	Sumit Patil • patilsumit0963@gmail.com
To	manisha patil • manishapatil1256@gmail.com
Date	9 Nov 2025, 12:13 pm

See security details

Dear manisha,

I hope you are doing well. I am writing to request information regarding the next project of our company. I would be grateful if you could share the relevant details or guide me to the appropriate source.
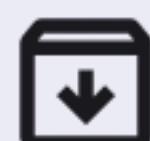
Your support will be greatly appreciated.
Thank you for your time and assistance.

Sincerely,
Sumit patil
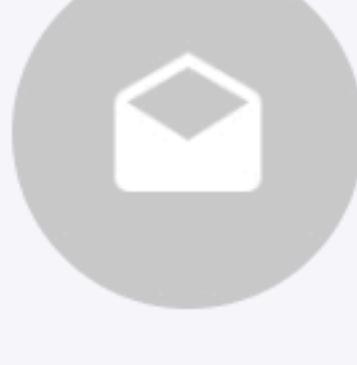
Apologize for late submission of reports   Add label

| From	Sumit Patil • patilsumit0963@gmail.com
To	manisha patil • manishapatil1256@gmail.com
Date	9 Nov 2025, 12:00 pm
	See security details

Dear manisha,

I am writing to sincerely apologize for the late submission of the monthly report. I understand that this delay may have caused inconvenience to you and the team. I take full responsibility for not meeting the deadline.

Please be assured that I have taken steps to ensure timely submissions in the future, including setting reminders and allocating dedicated time for report preparation. I deeply value our professional relationship and hope this incident will not affect your trust in me.

Thank you for your understanding and patience. I am committed to maintaining high standards of professionalism and ensuring such delays do not occur again.

Sincerely,
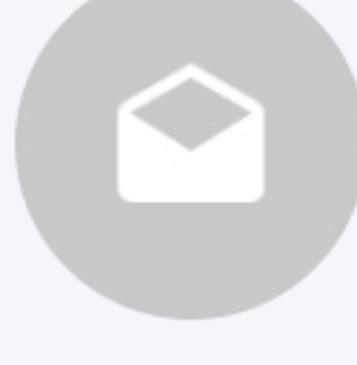
Thanks for your support !! Add label

Draft 11:57 am

to manisha ∧

From	Sumit Patil • patilsumit0963@gmail.com
To	manisha patil • manishapatil1256@gmail.com
Date	9 Nov 2025, 11:57 am
	See security details

Dear manisha,

I am writing to sincerely thank you for your guidance and support. Your valuable assistance played a crucial role in helping me complete my task successfully.

I deeply appreciate the time and effort you dedicated. Your advice and encouragement motivated me to perform better and achieve the desired results.

I look forward to continuing our collaboration in future projects and maintaining this productive working relationship.

Warm regards,
Sumit patil

99+