

# 1) Thank you Email

**To :** ashishsharma90@gmail.com

**Subject:** Thank You!

Dear sir ,

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for your support and collaboration.

Your contributions have been invaluable, and I genuinely appreciate the effort you put into our recent project. Your insights and expertise not only enhanced the outcome but also made the entire process more enjoyable.

Thank you once again for your dedication. I look forward to continuing our work together and achieving even greater success in the future.

Best regards,

Sagar Mishra

## 2) Asking for a Raise in Salary

**To :** [ashishsharma90@gmail.com](mailto:ashishsharma90@gmail.com)

**Subject:** Request for Salary Review

Dear Ashish sir,

I hope this message finds you well. I am writing to formally request a review of my current salary.

Over the past 5 years, I have taken on additional responsibilities and consistently delivered results that align with our team's goals.

Given my contributions and the value I bring to the organization, I believe it is appropriate to discuss an increase in my salary.

I would appreciate the opportunity to meet and discuss this matter further at your earliest convenience.

Thank you for considering my request.

Best regards,

Sagar Mishra

Data Analytics

### 3) Letter of Apology

**To :** [ashishsharma90@gmail.com](mailto:ashishsharma90@gmail.com)

**Subject:** Letter of Apology

Dear Ashish sir,

I am writing to formally apologize for not being able to attend the important meeting. I understand that my actions may have caused inconvenience and disappointment, and I take full responsibility for this matter.

It is important to me that you know I am committed to making amends. I have taken the necessary steps to ensure that this situation does not occur again in the future. Please rest assured that your satisfaction is my top priority.

Thank you for your understanding, and I appreciate your patience as we move forward.

Sincerely,

Sagar Mishra

Data Analytics

## 4) Resignation Email

To : [ashishsharma90@gmail.com](mailto:ashishsharma90@gmail.com)

Subject: Resignation Letter

Dear Mr. Ashish,

I am writing to formally submit my resignation from my position as Data Analytics at Tops, effective October 24, 2024.

I appreciate the opportunities I've had here, and I'm grateful for your support and guidance during my tenure. I will do my best to ensure a smooth transition and assist in any way possible.

Thank you again for your understanding.

Sincerely,

Sagar Mishra

Data Analytics

## 5) Email Asking for a Status Update

**To :** [ashishsharma90@gmail.com](mailto:ashishsharma90@gmail.com)

**Subject:** Status Update Request on Excel Report

Dear Ashish,

I hope this message finds you well. I wanted to follow up on the Excel report we discussed on October 5th. Could you kindly provide me with an update on the current status or any progress that has been made?

If there's anything further you need from me to help move things along, please let me know.

Thank you for your time, and I look forward to your response.

Best regards,

Sagar Mishra

Data Analytics

mishrasagar39@gmail.com