1.thankyou mail for boss to give the best job

From:patelbansi2@gmail.com

To:maheshdalla@gmail.com

Sub: thank you for opportunity

Dear sir,

Greeting of the day , I hope this message finds you well . I wanted to take a moment

To thank you for support ,understanding and leadership.

I am excited about the opportunity in full stack web developer . I will never break

Your trust and again thank you for believing in me and my work. And I look forward to making

A meaningful impact.

Thank you once again for this amazing opportunity.

Best regards,

[Shifa Modan ]

[full stack web-developer]

2. Sincere Apology for my issues to boss

From: pathanshifa4@gmail.com

To: maheshdalla@gmail.com

Sub: Sincere Apology

Dear [Mahesh Dalla],

Greetings of the day!

I am writing to express my sincerest apologies for "missing the deadline" or "my mistake in the project". I understand the impact it had on our team's efforts and the organization.

Please accept my regrets for any inconvenience or frustration caused. I take full responsibility for my actions and assure you that I am taking immediate steps to prevent such incidents in the future.

I value your trust and respect, and I am committed to making it right. If there's anything specific I can do to handling the situation, please let me know.

Thank you for your understanding and support.

Best regards,

[Shifa Modan]

[full stack web-developer]

3.remainder mail for meeting to boss

From: pathanshifa4@gmail.com

To: maheshdalla@gmail.com

Subject: Update on Task and Reminder: Meeting on [23/9/2024 and 12:10 PM]

Dear [Mahesh Dalla],

Greetings of the day!

I regret to inform you that, due to unfortunate circumstances, I was unable to complete the assigned task by the deadline. I apologize for any inconvenience this may cause and assure you that I'm working diligently to finish it as soon as possible.

In related news, I wanted to remind you of our upcoming meeting:

Date: [10/11/2024]

Time: [02:40 PM]

Location: [At the Vivanta Hotel ]

During the meeting, we will discuss:

- Task update and revised timeline

Your input and guidance are invaluable, and I look forward to discussing the project's progress with you.

Thank you for your understanding, and please let me know if you have any questions or concerns.

Best regards,

[Shifa Modan]

4.Mail for inquiry like requesting for a new project to boss

From: pathanshifa4@gmail.com

To:maheshdalla@gmail.com

Subject: Enquiry for New Product: Adivasi Hair Oil

Dear [Mahesh Dalla],

Greetings of the day!

I hope this email finds you well. I am writing to express interest in exploring a new product offering from your esteemed organization.

Product Details:

- Product Name: Adivasi Hair Oli

- Description:

Adivasi hair oil is an Ayurvedic oil that is used to treat hair problems like hair loss, dandruff, and dry hair. It is made from a blend of natural ingredients like herbs, plants, oils, vitamins, minerals, and antioxidants.

Could you please provide information on the following:

1. Availability and Lead Time

2. Pricing and Discount Structure

3. Product Specifications and Customization Options

4. Warranty and After-Sales Support

Additionally, I would appreciate any:

- Product brochures or catalogs

- Ayurvedic specifications documents

- Case studies or testing

Thank you for your prompt response. I look forward to discussing this further.

Best regards,

[Shifa Modan]

[TOPs Technologies]

[+91988366372]

5.Mail for increase my salary to boss

From:pathanshifa4@gmail.com

To:maheshdalla@gmail.com

Subject: Request for Salary Review

Dear [Mahesh Dalla],

Greeting of the day , I hope this message finds you well I wanted to discuss my salary. Over the past [7] months. I've worked hard and achieved:

- [Project : Amazone the best selling app in india]

- [Project : Flipkart for the best selling app in india]

Considering the measurable impact of these projects and the increased responsibilities I have taken on, I believe a salary increase of 40% would accurately reflect my performance and align with industry standards.

I would appreciate the chance to discuss this further and explore how we can align on my career growth. Could we schedule a meeting at your earliest convenience?

Thank you for your consideration

Best regards,

[Shifa Modan]

[Full Stack Web-Developer]