

1. Write a letter on -> Thank you Email

Subject: Thank You for the Successful Collaboration

Dear Sir/Madam,

I hope this message finds you well. My name is Shreyas Patil, and I am writing on behalf of Tech Mahindra to sincerely thank you and your team for the successful collaboration on our recent project. Your dedication, professionalism, and clear communication played a key role in building a strong working relationship and ensuring the project was completed on time and to a high standard.

Working together has been a truly rewarding experience. We greatly appreciate the commitment your team demonstrated throughout the project. Your proactive approach and valuable input during discussions were instrumental in helping us align our efforts and deliver meaningful results.

We look forward to continuing this partnership with the same enthusiasm and mutual respect. Together, we aim to strengthen our collaboration and achieve even greater success in the future.

Best regards,

Shreyas Nitin Patil

Associate Software Engineer

Tech Mahindra

+91 91456 23857

2. Write a letter on -> Reminder Email

Subject: Reminder: Pending Submission of End Semester Marksheet

Dear Omkar,

I hope you are doing well. I am writing to kindly remind you about the pending submission of your End Semester marksheet, which was previously requested and for which you had committed to submitting by last week. We completely understand that you may have a busy schedule, but we would sincerely appreciate it if you could submit the document at your earliest convenience, as it is essential for us to proceed with issuing your offer letter without further delay.

The document is a critical part of our verification process before moving to the next stage. A timely submission from your side will greatly help us complete the internal procedures within our deadlines. If you have any questions regarding the process, please do not hesitate to reach out to us through the helpline number available on our website.

If you have already submitted the document, please disregard this email. Thank you for your attention to this matter, and we look forward to receiving your marksheet soon. Should you need any assistance, feel free to contact us—we are here to help.

Best regards,
Tanvi Dudham

Admin Department

3. Letter of Apology --> For coming late to college

Subject: Apology for Coming Late to College

Dear Mam/Sir,

Myself Shreyas Nitin Patil, from the department of CSE(Artificial Intelligence & Machine Learning). I am sincerely writing the apologize for coming late to the college on the [25th may]. I am really sorry for this, I know the punctuality and how arriving late affects the attention of the tutor and also the audience attending the lectures/sessions/seminars.

The delay in the arrival was due the family emergence, but I am make sure next time not to disturb the classes when it is ongoing. I know further more I will make sure to keep myself 100% attentive and punctual about the work as well as the early arrival in the sessions and respect the academic environment.

I am assuring that furthermore I will be attentive about the time, and avoid being late. I respectfully request your understanding and will make every effort to ensure it does not happen again.

Thanks and Regards,

Shreyas Nitin Patil,

Class – CSE(Artificial Intelligence and Machine Learning)

Roll No – 56

4. Letter for Resignation → For Resining the job

Subject: Resignation Letter

Dear Pratham,

I am writing to formally resign from my position as **Associate Test Engineer** at **Tech Mahindra**, with this notice being submitted three months in advance as per the notice period requirement. After careful consideration, I have decided to take a break from work to pursue my master's degree and further my education.

Over the course of my time here, I have gained valuable experience and had the opportunity to contribute to several meaningful projects. I sincerely appreciate the exposure I received, especially the chance to work with international teams and learn new professional techniques. I am particularly grateful to you, Mr. Pratham, for your consistent guidance and support, it has been a privilege to have you as my manager in friendship way.

Thank you once again for the positive work environment and for everything I've learned during my tenure. I look forward to staying in touch, and I hope this cheerful and productive atmosphere continues to grow within the team.

Best regards,
Shreyas Nitin Patil
9145623857

5. Letter for → Asking for a Raise in Salary

Dear Pratham,

I hope this email finds you well. I am writing to formally request a review of my current appraisal, as I have recently completed one year at Tech Mahindra in the role of **Associate Test Engineer**. Over the past year, I have contributed actively to various projects, consistently giving my best to deliver quality results for both the client and our organization. Based on my performance and achievements during this time, I would like to request a salary increment.

In addition to my regular responsibilities, I have also embraced the opportunity you provided to lead a team over the past three months. Managing a team of 10 members has allowed me to demonstrate leadership, coordination, and problem-solving skills, and I have worked hard to ensure successful team performance under my guidance.

Considering these contributions and my continued dedication to the organization, I kindly request that you evaluate the possibility of a salary increase. I would be happy to discuss this further at your convenience. Thank you for your time, support, and consideration.

Best regards,
Shreyas Nitin Patil
9145623857