

MAIL ME

WELCOME BACK  
STEVE



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Log In



INBOX



CHAT



MEET



Compose



Inbox



Starred



Snoozed



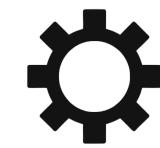
Sent



Draft



Search In Mail



Steve



Olivia

Manager

Project Update

3:04

Dear Team, We Have A Deadline Tommorrow...



Andrew

Sales Head

Deals

3:04

Say Hello To Zomato Dining DEALS!



Micheal

Boss

Project Update

3:04

Dear Team, We Have A Deadline Tommorrow...



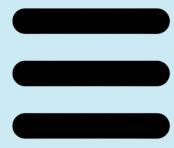
Rose

CEO

Congratulations

3:04

Dear Steve, Congratulations For Your Promoti...



INBOX



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Steve

Olivia  
Manager

Andrew  
Sales Head

Micheal  
Boss

Rose  
CEO

Olivia  
Manager

From :Steve

### Design Update

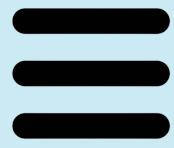
Hey Olivia,  
I Am Emailing You To Express My Sincere Gratitude For  
I Was Extremely Humbled And Thankful When You  
Appreciated My Efforts And Growth In Today's Team  
Meeting.  
Sincerely,  
Steve,  
Graphic Designer



Send Now

Reply

Forward



INBOX



CHAT



MEET



Compose



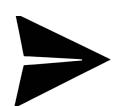
Inbox



Starred



Snoozed



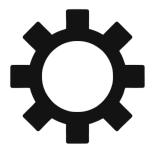
Sent



Draft



Search In Mail



Steve

Olivia  
ManagerAndrew  
Sales HeadMicheal  
BossRose  
CEOOlivia  
Manager

From :Steve



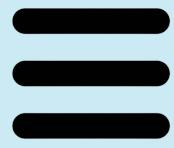
Send Now



Reply



Forward



INBOX



CHAT



MEET



Compose



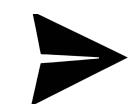
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Sent



Draft



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Steve

Olivia  
ManagerAndrew  
Sales HeadMicheal  
BossRose  
CEOOlivia  
Manager

Dear Steve,  
I would like to request time off from 15-December to 18-December next week. I have to travel to my hometown for the holidays and would like to leave before the last-minute rush. We have already discussed this in our meeting today, and my absence will not impact the continuity of our delivery to the client. Nonetheless, I will be available over the phone and by email during this time.

I request you to approve my leave request and convey the same to the HR department. Please let me know if you have any questions. Thank you for your time.

Thanks,  
Olivia.

Reply

Forward