Subject: Thank you

Dear Ma'am,

Thank you so much for your support and guidance. I truly appreciate your help and the time you gave me. It means a lot to me.

Please let me know if there’s anything I can do in return.

Warm regards,  
Tanvi Bhatu

2. Reminder Email

**Subject:** Friendly Reminder

Dear [Name],

I hope you’re doing well. I just wanted to kindly remind you about the meeting.

Please let me know if you need any more information. Thank you!

Best regards,  
Tanvi Bhatu

**3. Asking for a Raise in salary**

**Subject:** Request for Salary Review

Dear [Manager’s Name],

I hope you are doing well. I would like to kindly request a review of my current salary. I’ve been working hard and doing my best to contribute to the team, and I feel this might be a good time to discuss a possible raise.

I would appreciate the chance to talk about this further at a time that works for you.

Thank you for your time and support.

Best regards,  
Tanvi Bhatu

4. Letter of Apology

**Subject:** Sincere Apology

Dear [Name],

I’m very sorry for made a mistake at work. I didn’t mean to cause any trouble, and I truly regret it.

Please accept my apology. I’ll do my best to make sure it doesn’t happen again.

Thank you for your understanding.

Best regards,  
Tanvi Bhatu

**5. Subject:** Resignation

Dear [Manager’s Name],

I want to let you know that I am leaving my job at [Company Name]. My last day will be [date].

I appreciate the opportunities and support I have received during my time here. I will ensure a smooth handover of my responsibilities before my departure.

Please let me know if there is anything specific you would like me to assist with during this transition.

Thank you again for your understanding.

Best,  
Tanvi Bhatu