**1. Thank You Email**

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

**Subject:** Thank You for offering me the opportunity at Your Company as a Web Designer.

Dear Sir/Mam,

Thank you very much for offering me the opportunity at Your Company as a Web Designer. I am thrilled about this opportunity and eager to start contributing to your Amazing Team. I also wanted to learn new things which will help me grow along with our journey to the success. I am looking forward to join the Company Soon.

I also Thank the Interview Panel along with you which are very Humble, Kind and Knowledgeable. Please let me know if you require any further information from me.

Thank You,

Kush Raval

(+91) 7600254611

**2. Letter of Apology**

**To:** Manager@gmail.com

**Subject:** Letter of Apology for the Mistake Caused from our Side.

Dear Sir/Mam,

On Behalf of Our Company, Kindly accept our sincere apologies for not being able to not completing task before the deadline. We Genuinely regret the inconvenience caused to you because of this.

I am sure you would pardon the mistake on our part this time and would continue your business associated with us.

We Re-assure you of our co-operation and look forward to a more positive association with you in the future as well.

Yours Sincerely,

Kush Raval

(+91) 7600254611

**3. Email Asking for a Status Update**

**To:** Manager@gmail.com

**Subject:** Regarding Interview Follow-Up for Web Designer Position.

Dear Sir/Mam,

I am writing regarding the Web Designer Position that I interviewed for last Tuesday. As per your received mail you mentioned that you hoped to make a final decision by the end of the week. I have not yet heard back from you regarding this position so just wanted an update from you.

I am looking forward to an update regarding The Web Designer Position.

Yours Sincerely,

Kush Raval

(+91) 7600254611

**4. Email Asking for a Raise In Salary**

**To:** Manager@gmail.com

**Subject:** Asking for a Raise in Salary.

Dear Sir/Mam,

During my 2 years here at Your Company, I have worked on Several Projects With you and my Amazing Team. As you can see, the level of responsibility and scope of my work has increased steadily. I am writing to request that you consider offering pay increase of 10-20%. I feel that this would reflect my level of Seniority and nature of the work I do here at Your Company.

Thank you for giving this request your serious consideration.

Yours Sincerely,

Kush Raval

(+91) 7600254611

**5. Resignation Email**

**To:** Manager@gmail.com

**Subject:** Resignation – Kush Raval

Dear Sir/Mam,

Please accept this email as formal notification that I am resigning from my position as Web Designer at Your Company. My last Day of Employment will be 31/08/2025.

Thank you for the opportunities I have been given at Your Company during my 3 years of employment. I have learned a great deal and appreciate the experience.

I am happy to assist with the transition during my notice period and will do my best to ensure a smooth handover of my responsibilities.

Yours Sincerely,

Kush Raval

(+91) 7600254611