

## Request for Salary Review



softskills@gmail.com

Request for Salary Review

Dear Sir,

I hope you are doing well. I am writing to request a review of my salary.

I have been working sincerely and have taken on additional responsibilities. I believe my performance and contribution justify a salary increase.

I kindly request you to consider my request. I would be happy to discuss this at your convenience.

Thank you for your time and support.

Sincerely,  
Varun Mehta

Send



Aa



Thank You



softskills@gmail.com

Thank You

Dear Sir,

I hope you are doing well. I would like to thank you for your support and guidance.

Your help has been very valuable to me, and I truly appreciate your time and effort.

Thank you once again.

Warm regards,

Varun Mehta

Send



Aa



## Resignation Letter



softskills@gmail.com

Resignation Letter

Dear Sir,

I am writing to inform you that I would like to resign from my position. My last working day will be as per the notice period.

I am grateful for the opportunities and support provided during my time here. It has been a good learning experience.

Thank you for your guidance and cooperation.

Sincerely,  
Varun Mehta

Send



Aa



## Request for Information



softskills@gmail.com

Request for Information

Dear Sir,

I hope you are doing well. I am writing to inquire about the details regarding your service.

I kindly request you to share the required information at your convenience.

Thank you for your time and support. I look forward to your response.

Kind regards,  
Varun Mehta

Send



Aa



## Apology for the Inconvenience



softskills@gmail.com

Apology for the Inconvenience

Dear Sir,

I sincerely apologize for the inconvenience caused due to my mistake.

It was unintentional, and I assure you that I will be more careful in the future. Thank you for your understanding and patience.

Once again, I am sorry for the trouble caused.

Kind regards,  
Varun Mehta

Send



Aa

