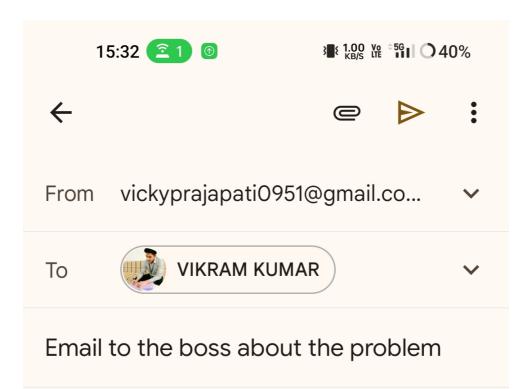


I apologize for taking unplanned leave today. I encountered a sudden personal issue that required my immediate attention, and I was unable to notify you in advance. I understand the impact this may have caused and regret the inconvenience.

I will make sure to communicate better in the future to avoid such situations.

Thank you for your understanding.

Best regards, Vikram Kumar



Dear Sir,

I wanted to let you know that the project timeline has been affected due to a delay in receiving the required materials from our vendor. This may cause a setback in our delivery schedule. I'm coordinating with the team to mitigate the delay and will update you on any progress.

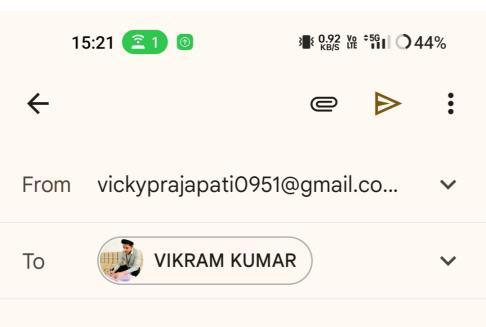
Best regards, Vikram Kumar.



will do everything I can to ensure a smooth handover of my responsibilities.

Thank you for your understanding.

Best regards, Vikram Kumar

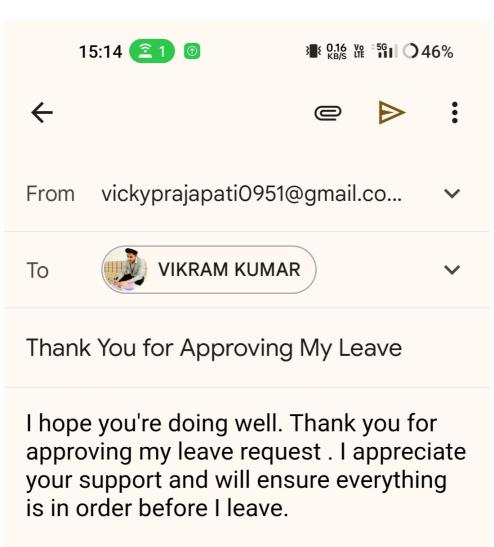


Asking for a raise in salary

I hope you are well. I'd like to request a discussion regarding my salary. Over the past year, I have taken on additional responsibilities and contributed to the success of our recent marketing campaign. I believe a salary adjustment would reflect these efforts.

Thank you for your time and consideration. I look forward to your feedback.

Best Regards Vikram Kumar



Best Regards Vikram Kumar