

Cancel

Apology for missing the project deadline



To: boss

Cc/Bcc, From: vishwasurti@gmail.com

Subject: Apology for missing the project deadline

Dear boss

I sincerely apologise for missing the deadline for this project. Unfortunately i was suffering from family issues and i m taking immediate step to complete it as soon as possible and ensure this doesn't happen again in future.

Best regards,
Vishwa surati

Cancel

Inquiry for requesting information about meeting



To: boss

Cc/Bcc, From: vishwasurti@gmail.com

Subject: Inquiry for requesting information
about meeting

Dear boss

I hope you're doing well. I Am reaching out to inquiry regarding meeting which is going to held on 5 December. Could you please provide me more details on that?

Best regards,
Vishwa surati

Cancel

Requesting help for my work desk



To: boss

Cc/Bcc, From: vishwasurti@gmail.com

Subject: Requesting help for my work desk

Dear boss

I hope you're doing well. I wanted to request for change my work desk because i am facing problem due to that window near my place those out door noise are disturbing me.

I hope you understand my problem and take appropriate action against that.

Best regards,
Vishwa surati

Cancel

Raise in salary



To: boss

Cc/Bcc, From: vishwasurti@gmail.com

Subject: Raise in salary

Dear boss

I hope you're doing well. I wanted to request a discussion regarding my salary. Over the past 2 years I've been the employee of the year and also have taken on additional responsibilities and contributed significantly on tasks .I believe a review of my compensation would be appropriate.

Thank you for considering my request.

Best regards,
Vishwa surati

Cancel

Resignation notice



To: boss

Cc/Bcc, From: vishwasurti@gmail.com

Subject: Resignation notice

Dear boss

I am writing to formally resign from my role at this company .I appreciate the opportunities and experiences I've had here, and I am grateful for your support during my time with the company.

Best regards,
Vishwa surati

Cancel

**Thank you for your
encouragement during my project**



To: boss

Cc/Bcc, From: vishwasurti@gmail.com

Subject: Thank you for your encouragement
during my project

Dear boss

I wanted to take a moment to thank you for your continuous encouragement throughout my project. Your support and feedback were invaluable in helping me stay motivated and focused. I truly appreciate your trust in my abilities, and I'm grateful for the guidance you've provided.

Best regards
Vishwa surati