

topic : Resignation

From: abc@gmail.com

To: xzy@gmail.com

Sub: Resignation

Dear, Sir, maam

Please accept this email as my formal resignation form my position at your company. Due to unforeseen circumastances, I must resign immediately. I sincerely apologize for not being able to provide the standard notice period.

I am grateful the opporytunities and support I have received during my time at company. I wish you and the company all the best in future.

Sincerely,
abc

topic : salary increase

Form: abc@gmail.com

To: xyz@gmail.com

Sub: SALARY INCREASE LETTER

Dear sir,

This letter confirms that upon review, your salary has been increased from 2,40,000 per year to 3,00,000 per year. Your salary increase is effective as of April 1, and the increased pay will appear in your paycheck starting April 15.

As discussed during Friday's meeting, we're granting this salary increase due to your success in exceeding all of your department goals for the last two quarters. Additionally, your dedication to teamwork has led to several significant improvements in our workplace processes, allowing our department to expand its services since you joined our team last year.

Your work on our current research project shows great promise, and we're grateful to have someone with your knowledge and level of professionalism working for our company. The reports you submit for each project milestone are among the most thorough on your team.

Congratulations on your well-deserved salary increase. We are pleased to award you this salary raise in gratitude for your continued hard work on behalf of our company. Thank you for your loyalty and professional excellence.

Best wishes,

topic : introduction

From: abc@gmail.com

To: xyz@gmail.com

Subject: Introduction

Yash here, and i am reaching our to introduction myself as I recently joined tops technology.

I have been working on some great projects and clients in the industry for 5 years and have spotify, book my show, ect.

We can meet up sometime to discuss the possibity of chasing our common goals and do some greate thigs.

If your free this week, let me know.

Looking forward to hearing form you.

Thank you,
Yash

topic : Apology

Form: abc@gmail.com

To: xyz@gmail.com

subject: Apology

Dear, sir/madam
Greetings for the day

I hope this email finds you well. I am writing to personally apologize for delay in Your recent work. I understand the importance of your work.

I regret to not complete your work one time because I am not well that's why I am late. i will complte your work in 2 days.

thank you for your understand and patience in this matter.

Warm regards,
abc

topic : Apology

From: abc@gmail.com

To: xyz@gmail.com

Subject: Thank You

Dear Madam/Sir,

I hope this message finds you well. I wanted to extend my heartfelt thank for the interview we had on the date on 21/07/2024. Discussing the details of the position and learning more about ABC company's vision was incredibly.

The conversation reaffirmed my enthusiasm for joining your team and the value I believe i can add ABC through my experience in for my working skill.

Thank you once again for considering my application. I am very eager to bring my skills to the company ABC and help achieve any goal or project.

Warm regards,
Abc