

X



To hr@gmail.com



From ○ yas...@gmail.com ▾

Apology

Dear mam/sir,

I hope this message find you well,
I would sincerely apologise for issues that has
been created due to my misunderstandings. I take
full responsibility of it and it was intensional . I will
make sure that this kinds of things will not happen
again from my side.

Your sincerely,
Yash Maru,
Scheduling ,
Outsourcing department.



Roboto ... ▾

12 ▾



X



To client@gmail.com |

From ○  gmail.com ▾

Thank you

Dear mam/sir,

I hope this message find you well,
I would sincerely thank you to give me your time
and support for my recent audit. I am very greatful
for your co-operation , patience clear all my
queries, question and doubts.

Thank you again for your support, co-operation,
consideration.

Thank you,
Yash Maru,
Scheduling ,
Outsourcing department.

X



From ○ [REDACTED]@gmail.com ▾

Raise in my salary

Dear mam/sir,

I hope this message find you well,
I am writing this email as an request to look on my
current salary. I have been working as back office
executive in outsourcing department as an back up
of scheduling for the client "shs", since 8/12/2025.

From the past the few years i have work
consistently and has been following all protocol
sincerely and dedicatedly doing my work and trying
do as much as I can for the organisation.

I request you to take a look at my performance and
give increment accordingly.

Thank you,
Yash Maru,
001,
1234567890.]



Roboto ... ▾

12 ▾

B

I



From [REDACTED]@gmail.com

To



hr@gmail.com



Resignation

Dear xyz[Manager name],

I am writing this letter to formally resign from my backoffice executive job at ABC[company name], effective on 31st December 2025 including my notice period.

I would like to thank you for giving me this opportunity of working as an employee at ABC, I am very grateful that I have work with ABC staff.

Thank you again for giving the opportunity and experience.

Yours sincerely,
Yash Maru,
Backoffice executive,
1234567890.





From  1457@gmail.com

To



hr@gmail.com



Inquiry for leaves balance

Dear sir/mam,

I hope this mail finds you well,
I am writing to inquiry about my leaves
balance, I would like to know that how much
sick leaves, paid leaves is allow me to take
when I needed.

It would be great if you can give me more
details about on this, it will help me alot.

Thank you,
Yours sincerely,
Yash Maru,
Backoffice executive,
1234567890.

