1. **Thank You Email**

**From: sanjana@gmail.com**

**To: company@gmail.com**

**Subject:** Thank You for Your Support

Dear,

I hope this message finds you well. I am writing to express my heartfelt thanks for your support in the recent project . Your assistance was invaluable, and it played a significant role in achieving success.

Please let me know if there’s ever a way I can return the favor or assist you with any upcoming tasks. Once again, thank you for your assistance.

Best regards,  
Sanjana  
Intern  
8647235541

1. **Resignation Email**

**From:** [**devanshi@gmail.com**](mailto:devanshi@gmail.com)

**To: company@gamil.com**

**Subject:** Formal Resignation Notice

Dear ,

I hope this email finds you well. Please accept this email as formal notice of my resignation from my position as programming with techno stack , effective 24-04-2025.

This decision was not made lightly, as I have greatly valued the opportunity to work with such an exceptional team. During my tenure, I have gained invaluable experience and developed skills that I will carry throughout my career.

I am committed to ensuring a smooth transition and will do my best to hand over my responsibilities effectively. Please let me know how I can assist during this period.

Thank you for the opportunity to contribute to techno stack , and I wish the team continued success.

Warm regards,  
Devanshi  
programming  
8167526842

1. **Reminder Email**

**From:** [**rajiv123@gamil.com**](mailto:rajiv123@gamil.com)

**To: manager@gmail.com**

**Subject:** Friendly Reminder: Submission Deadline

Dear ,

I hope this message finds you well. I wanted to kindly remind you of the upcoming submission deadline for the Q4 report on November 30, 2024.

If there are any updates or concerns related to this, please feel free to let me know. I am happy to assist if needed.

Thank you for your attention to this matter, and please don’t hesitate to reach out for further clarification.

Best regards,  
Rajiv  
Manager  
8456375328

1. **Asking for a Raise in Salary**

**From:** [**ruhi24@gmail.com**](mailto:ruhi24@gmail.com)

**To: company@gmail.com**

**Subject:** Request for Salary Adjustment

Dear Abhit,

I hope you are doing well. I wanted to take this opportunity to discuss my current salary and respectfully request a raise in recognition of my contributions to CodeCraft PHP Solutions.

Over the past 5years , I have consistently led successful projects . These accomplishments have added value to the company, and I am confident they justify a review of my compensation.

I would be happy to meet at your earliest convenience to discuss this matter further. Thank you for considering my request, and I look forward to your feedback.

Sincerely,  
Ruhi  
Senior PHP Developer  
9542357789

1. **Introduction Email to Client**

**From: kartik56@gmail.com**

**To: company@gmail.com**

**Subject:** Introduction from InfinityPHP Solutions

Dear Mohit ,

I hope this email finds you well. My name is kartik, and I am 'PHP Technical Lead at InfinityPHP Solutions . I will be your point of contact moving forward and am here to ensure our collaboration is smooth and successful.

I look forward to understanding your requirements and helping achieve your goals.

Please let me know a convenient time for us to connect or if you need any immediate assistance. I am eager to support you and am excited about the opportunity to work together.

Best regards,  
Kartik  
PHP Technical lead  
7533654498