



Subject: Resignation Notice

Dear [Manager's Name],

I hope you are doing well.

I am writing to formally resign from my position as [Your Job Title], effective from [Last Working Day], as per the notice period outlined in my contract.

Working under your guidance has been a valuable experience, and I am truly grateful for the support, encouragement, and opportunities I have received during my time with the team. This decision was made after careful thought and is based on [optional: personal/professional reasons].

I will do my best to ensure a smooth transition and complete all pending tasks before my departure.

Thank you once again for your leadership and understanding.

Warm regards,
[Your Full Name]
[Your Employee ID, if applicable]



From aayushmaya.1234@gmail.com



To



Subject: Request for Salary Revision

Dear [Sir/Madam/Your Boss's Name],

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past [duration you've been working], I have consistently worked hard to contribute to the growth and success of our team. I have taken on additional responsibilities such as [mention key achievements, contributions, or new tasks you've handled], and I believe these reflect my commitment and value to the organization.

With this in mind, I would be grateful if you could consider a salary revision aligned with my contributions and the current market standards.

I truly enjoy being a part of the team and look forward to continuing to contribute positively. I would appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Warm regards,
[Your Full Name]
[Your Position]



From aayushmaya.1234@gmail.com



To



Subject: Request for Information

Dear [Sir/Madam/Recipient's Name],

I hope this message finds you well.

I am writing to kindly request information regarding [briefly mention what you need information about – e.g., a project, policy, product, procedure, etc.]. I would appreciate it if you could provide the relevant details or guide me to the appropriate source or person.

Your assistance will be highly valuable and will help me proceed accordingly.

Thank you in advance for your time and support. I look forward to your response.

Warm regards,
[Your Full Name]
[Your Position/Department – if applicable]



From aayushmaya.1234@gmail.com



To



Subject: Apology for Delay in Submission

Dear [Sir/Madam/Recipient's Name],

I sincerely apologize for the delay in submitting [mention what was delayed – e.g., the report, assignment, document, etc.]. I understand the importance of timely submission and regret any inconvenience this may have caused.

The delay was due to [brief reason – optional, only if appropriate, e.g., unforeseen circumstances/workload/technical issues], but I take full responsibility for it.

I assure you that I am working diligently to complete it and will submit it by [mention new timeline/date]. Thank you for your understanding and patience.

Warm regards,
[Your Full Name]