

5. Resignation Email

Subject :- Design Company for some reason.

Good morning
Sir

I hope you very well. I inform for my Resignation. I do my best everytime and also our company during hard time and all employees do their best. I accept my responsibilities for company and I perform everytime best except other. I am very excited for new opportunity. ~~my~~ Sir your company is very good because my experience and skill also very develop.

I explore new opportunity and build new experience. I am interest to explore different work culture that's why I resign. There are no personal issues for company BUT I explore and build my experience.

Thank you for every help. I hope your company makes great progress.

your helpful employee
Bhanu Arun

2. Reminder email

subject :- ~~(Project)~~ complete Project before
Deadline.

Good Morning everyone

Hello! All team members. I hope you
well Doing. last week boss give Project.
this Project is very important for company.
Boss also very excited. everybody is
doing best for Project.

Some team member is not complete
their work and I remind you that
tomorrow is deadline for Project. I hope
you complete your work very well. All
The best for all team member to work very
well.

Thank you
your colleague
ARun Bhatu

3. Letter of Apology

Subject :- Project is not complete
before deadline

Good morning

Dear sharma sir (Boss)

I hope you ^{very} ~~dear~~ well. you are very excited for Project but I apologize for not complete Project in time. everyone is give his best for Project but Project is not complete.

The Project running time we all face so many Problem. Some time everyone doing well but some mistake always find some one who have Personal Problem and not focus in Project. All team members have Personal life so somebody in our team who Problem in life that's why he not focus in Project.

I am ^{to} sorry about that and ~~meant~~ my team ^{to} next few days Project is complete.

your employee
Arun Bhatu

~~Asking for a Raise in Salary~~
4. Asking for a Raise in salary

Subject :- increase salary

Dear Sir

I hope you very well. I join ~~complete~~ company (~~not~~) last year and your company is very develop. All member are very helpful and ~~en~~ friendly. I complete my all task before deadline and I doing my best for company. I accept my responsibilities for company. *

Sir, my salary is very low and cost of living city is High. I Give fifty percent of my salary in cost of living also some other thing ~~spend it~~. also cost money. I Hope

I Hope you understand my problem and increase my salary.

Your employee
Arun Bhatu

1. Thank you email

Subject :- Thank you for guiding me
Dear Boss
Sharma Sir

Hello! Good morning sir, I am just join company and (corporate) I am not aware for corporate culture. I join company most of people are stranger and he work in own. I am also excited to work but I am confused, How start and what to I do.

Thank you sir for giving time and discuss about work culture. Now I am confident and ready to work also I give my best for work and I accept my responsibility.

Thank you
sir.