1. Thank you Email

FROM : manralakanksha36@gmail.com

**To:** interviewername@company.com  
**Subject:** Thank You for the Interview – [Your Name]

**From:** manralakanksha36@gmail.com  
**To:** ayushgupta@company.com  
**Subject:** Thank You for the Interview

Thank You for the Interview

Dear sir,

Thank you very much for the opportunity to interview for the Data Analyst position at KGK Group on 21-APRIL- 2025 . I truly enjoyed our conversation and learning more about the impactful work your team is doing with data and analytics.

I especially appreciated our discussion about SALES ANALYST which further increased my interest in joining your team. I believe my skills in Excel, SQL, and statistical analysis, along with a strong attention to detail, would allow me to make a meaningful contribution to KGK Group’s data initiatives.

Please don’t hesitate to contact me if you need any additional information. Thank you again for your time and consideration—I look forward to the possibility of contributing to your team.

Warm regards,  
Akanksha MANRAL  
akanksha@email.com  
+91-XXXXXXXXXX

**2. Letter of Apology**

**From:** akanksha@email.com  
**To:** [Recipient's Email]  
**Subject:** Sincere Apology for Project Delay

**Dear sir**

I hope you are doing well

I would like to sincerely apologize for the delay in completing the **Customer Segmentation Analysis** project. I understand the importance of meeting deadlines, and I truly regret any inconvenience this delay may have caused.

The delay was due to unexpected challenges in cleaning and validating the dataset, which took more time than initially anticipated. That said, I take full responsibility for the timeline slip and acknowledge the need for better time management on my part.

I am currently finalizing the analysis and ensuring that all insights and visualizations are accurate and actionable. This project, which aims to identify customer segments based on purchasing behavior using tools like Excel, SQL, and clustering techniques, is close to completion. I am working to deliver it as soon as possible with the level of quality it deserves.

Thank you for your patience and understanding. I assure you I am taking this experience seriously and making adjustments to avoid similar issues in the future.

**Sincerely,**  
Akanksha  
akanksha@email.com  
+91-XXXXXXXXXX

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

**From:** akanksha@email.com  
**To:** Ayushgupta@gmail.com  
**Subject:** Request for Salary Discussion

**Dear sir,**

I hope you are doing well.

I am writing to express my appreciation for the opportunities and support I’ve received over the past **1 year** as a **Data Analyst at KGK Group**. It has been a valuable and rewarding experience, and I have enjoyed contributing to our team’s success.

During this time, I have:

* Completed key projects such as the **Customer Segmentation Analysis** to support data-driven marketing
* Improved the accuracy and efficiency of regular reporting
* Provided actionable insights that helped in strategic decision-making

In light of my contributions and responsibilities over the past year, I would like to kindly request a meeting to discuss the possibility of a **salary adjustment**.

I remain committed to growing with KGK Group and contributing at a higher level in the time ahead. I would appreciate the opportunity to discuss this further at a time that works best for you.

Thank you for your time and consideration.

**Warm regards,**  
Akanksha manral  
akanksha@email.com  
+91-XXXXXXXXXX

**4. Email of Inquiry for Requesting Information**

**From:** akanksha@email.com  
**To:** Ayushigupta@kgkgroup.com  
**Subject:** Inquiry Regarding Upcoming Data Projects

**Dear Manager**

I hope you are doing well.

I am writing to kindly inquire if there are any upcoming data analysis or reporting projects within our department that I could assist with. Having completed a full year at KGK Group as a Data Analyst, I am eager to take on new challenges and continue building my skills by contributing more actively to current and future initiatives.

If there are any projects or areas where you feel I could be of support—whether in data cleaning, visualization, or generating insights—I would be grateful for the opportunity to get involved.

Thank you for your time and consideration. I look forward to your guidance and any information you can share.

Warm regards,  
Akanksha manral  
akanksha@email.com  
+91-XXXXXXXX

**5. Resignation Email**

**From:** akanksha@email.com  
**To:** mayanksingh@gmail.com  
**Subject:** Resignation Letter – Akanksha

**Dear Manager,**

I hope this message finds you well.

I would like to formally resign from my position as **Data Analyst** at **KGK Group**, with my last working day being Saturday, 2nd August 2025

This was not an easy decision to make, as my time at KGK Group has been incredibly valuable. Over the past year, I’ve learned a great deal, grown both technically and professionally, and had the chance to work with a supportive and talented team. I am especially grateful for the opportunities I was given to work on impactful projects and build a solid foundation in data analytics.

After thoughtful consideration, I’ve decided to explore new challenges and directions in my career. Please know that this decision comes with sincere appreciation for all that I’ve gained during my time here.

I am committed to ensuring a smooth transition and will gladly assist in wrapping up tasks, handing over responsibilities, or helping train a replacement during my notice period.

Thank you again for the opportunity to be a part of KGK Group. I look forward to staying in touch and wish the team continued success.

**Warm regards,**  
Akanksha manral  
akanksha@email.com  
+91-XXXXXXXXXX