



From amrinhafeji0@gmail.com



To kirti patel



Thank You for the Opportunity and Guidance During My Internship.

Dear Madam,

As my internship period comes to an end, I would like to express my sincere gratitude for the opportunity to work under your guidance. This internship has been a highly valuable learning experience for me, both professionally and personally.

I am especially thankful for the support, encouragement, and constructive feedback you provided throughout my internship. Your guidance helped me gain practical knowledge, improve my technical skills, and develop a better understanding of professional work ethics and teamwork.

Working in a professional environment under your supervision has enhanced my confidence and prepared me to face future challenges in my career. The experience and skills I have gained during this internship will remain an important foundation for my professional growth.

Thank you once again for your time, mentorship, and trust.

Yours sincerely,  
Amrin Hafeji

From amrinhafeji0@gmail.com 

To Rohit Saraf 

## Apology for Missing the Deadline.

Dear Manager,

I am writing to sincerely apologize for missing the assigned deadline for analysis report submission assigned to me. I take full responsibility for the delay and understand the impact it may have caused on the team's workflow and project timeline.

This situation has helped me realize the importance of effective time management and prioritization in a professional environment. I am already taking corrective measures to ensure better planning and timely completion of tasks in the future.

I value my role as an Analyst and the trust placed in me. I assure you that I will maintain higher standards of accountability and avoid such lapses going forward. Thank you for your understanding and guidance.

Yours sincerely,  
Amrin Hafeji



From amrinhafeji0@gmail.com



To ah pvt ltd



## Inquiry Regarding Internship Opportunity in Network Security and Cloud.

Dear Sir/Madam,

I hope this email finds you well. I am writing to inquire about the availability of internship opportunities related to Network Security and Cloud. I am currently pursuing a course in Network Security and Cloud and am eager to gain practical, hands-on experience in this field.

I would appreciate it if you could provide information regarding internship requirements, duration, application procedures, and any relevant eligibility criteria. This information will help me better understand the opportunity and prepare accordingly.

Thank you for your time and consideration. I look forward to your response.

Yours sincerely,  
Amrin Hafeji



From amrinhafeji0@gmail.com



To Samay Raina



## Request for Salary Review.

Dear Manager,

I hope this email finds you well. I am writing to respectfully request a review of my current salary based on my performance and contributions to the team.

Over the past period, I have consistently taken on additional responsibilities, met project deadlines, and worked to improve the quality and efficiency of my work. I believe my efforts and commitment have added value to the organization.

I would appreciate the opportunity to discuss a possible salary adjustment at your convenience. Thank you for your time and consideration, and I look forward to your guidance.

Yours sincerely,  
Amrin Hafeji

From amrinhafeji0@gmail.com 

To ah pvt ltd 

## Resignation from the Position of Cybersecurity Analyst.

Dear Manager,

I am writing to formally resign from my position as Cybersecurity Analyst at AH Pvt. Ltd., after serving a 30-day notice period, with my last working day being 15 Month.

I would like to express my sincere gratitude for the opportunity to work at AH Pvt. Ltd. The experience, technical exposure, and professional guidance I received during my tenure have contributed significantly to my career growth.

I will ensure a smooth handover of my responsibilities and provide full cooperation during the notice period to support the team and ongoing projects. Thank you for your support and guidance throughout my time with the organization.

Yours sincerely,  
Amrin Hafeji  
Cybersecurity Analyst  
AH Pvt. Ltd.