



From anmolsharma1073@gmail.com



To



sharma.anmol1033@gmail.com



Thankyou For granting leave

Dear Sir/Mam,

Thank you for approving my leave request. I really appreciate your understanding and support.

I will ensure that all my responsibilities are managed smoothly and that work is up to date. Thank you once again for your consideration.

Kind regards,  
Anmol Sharma



From anmolsharma1073@gmail.com



To



sharma.anmol1033@gmail.com



Apology For Taking leave without permission

Dear [Manager's Name],

I am writing to sincerely apologize for taking leave on 11/12/2025 without prior permission. I understand that this was against office protocol, and I regret any inconvenience or disruption it may have caused.

I acknowledge that I should have informed you in advance. I take full responsibility for my actions and assure you that this was not intentional.

I truly value workplace discipline and your understanding. I assure you that such an incident will not be repeated in the future, and I will strictly follow all leave procedures going forward.

Thank you for your time and consideration. I kindly request your understanding in this matter.

Yours sincerely,  
Anmol Sharma



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Inquiry of requesting information |

Dear Sir/Mam,

I hope this message finds you well. I am writing to inquire about this project .

I would appreciate it if you could provide me with the relevant details, including any requirements, timelines, or additional information that may be helpful.

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

Kind regards,  
Anmol Sharma



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## Request for review Salary

Dear Sir/Mam

I hope you are doing well. I am writing to respectfully request a review of my current salary.

Over the past 5 years , I have taken on additional responsibilities and worked consistently to meet and exceed my role expectations. I believe my contributions and performance demonstrate my commitment to the team and the organization.

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

Kind regards,  
Anmol Sharma





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Resignation letter

Dear Sir/Mam,

I hope this message finds you well. I am writing to formally resign from my position as full stack developer at XYZ solutions. Please consider this email as my formal notice of resignation.

As per my notice period, my last working day will be 30/12/2025. I am grateful for the opportunities, guidance, and support I have received during my time here.

I will ensure a smooth transition of my responsibilities and assist in any way possible during the handover period. Thank you for your understanding and support.

Yours sincerely,  
Anmol Sharma