



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



From anmolsharma1073@gmail.com

To



sharma.anmol1033@gmail.com

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



From anmolsharma1073@gmail.com

To



sharma.anmol1033@gmail.com

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



From anmolsharma1073@gmail.com



To



sharma.anmol1033@gmail.com



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