

*** Thank You E-mail for job offer ***

From: baadalpanchal009@gmail.com

To: The manager

Subject: Thank you and acceptance

Dear : Sir/madam,

This is baadal. thank you so much for the position that you have given in software developer
At (company name) . I am very excited to accept this opportunity.

I truly appreciate the time and efforts you and the team invested in the interview
process. I especially enjoyed learning about new job roles and am confident that my skills
will be a valuable asset to your company.

I confirm my joining date of and look forward to contribute to success.

Thank you for this wonderful opportunity.

Best regards,

Baadal panchal.

Letter of apology

From: baadalpanchal009@gmail.com

To: Principal

Subject: Apology for beign late work.

Dear :sir/madam,

I sincerly apologize for arriving late to work.the delays was due to (traffic congestion),and i understood the importantance of punctuallity in the workplace.

I assure you that i am talking the necessary steps to avoid such delays in the future and
Will ensure timely attendance in the future and will ensure timely attendance moving
forward.

Thank you for your understanding and patience.

Your faithfully

Baadal panchal.

Reminder E-mail**From:** baadalpanchal009@gmail.com**To:** Friend**Subject:** Friendly reminder**Dear:** Sir /madam,

Its been week or two since we disccussed the benifits of joining jio company and becoming connected to colleagues in the applied math and computational,science communities.i wanted to follow up on the invitation with this short note.

Joining now gives you a membership term beginning immediately through 2020.Why note take advantage of this opportunity to get up two months of membership freeand be entered to win .

Let me know if you have any question, I'll be gald to answer them

Best regards

Baadal panchal

Thankyou.

****Asking for a rising salary****

From: baadalpanchal009@gmail.com

To: Manager

Subject: I ncrease my salary

Dear: Sir /madam

I have been working with your organization for the last two years as a team leader with Dedication at work and i have completed all the completed assignments with given time. As you are aware that i am reciving low payment and i lot of times but there was no responec From your side

I am requesting you to hike my salary as my present salary is very low to maintain my family expenses. I got an offer from web technologiesand they pay is comparatively higher than what is now ,

please look into this requestand resolve my problem as early as possible.

Sincercely

Baadal panchal

Thankyou .

****Resignation E-mail****

From : baadalpanchal009@gmail.com

To : Manager

Subject: Resignation

Dear : Sir/ madam,

I am writing to formally resign from my position ,with my last working day being april 30 january in accordance with my notice period.

It has been a pleasure working with you and the team, I'm thankful for the opportunities and support during my time here.

I'm committed to making this transition as smooth as possible and will ensure that all my responsibilities are handed over properly before my departure.

Your faithfully,

Baadal panchal

Thankyou.
