

1)Thank You Email

Subject: Thank You for Your Guidance and Support

Dear Sir,

I hope you are doing well.

I wanted to sincerely thank you for teaching us with such dedication and clarity. Your efforts to make every topic understandable and engaging have really made a positive impact on my learning:

Your guidance and support mean a lot, and I truly appreciate the way you explain concepts with patience and care. It has helped me gain confidence and a better understanding of the subject.

Thank you once again for your hard work and for being such a great teacher.

Warm regards,

Disha

2)Reminder Email

Reminder: Assignment Submission

Dear Sir,

I hope you're doing well.

This is a gentle reminder regarding the assignment for Soft Skill, which is due on 6th june. I just wanted to confirm if there are any updates or changes to the submission deadline or requirements.

Kindly let me know if anything is needed from my side.

Thank you for your time and support.

Best regards,

Disha

3) Letter Of Appology

Subject: Request for Salary Review

Dear Mr. Sharma,

I hope you're doing well.

I am writing to kindly follow up on my earlier request regarding a review of my current salary at TechNova Solutions Pvt. Ltd.

Over the past 6 months to 1 year, I have consistently taken on additional responsibilities and contributed meaningfully to the success of our projects and team.

I truly enjoy working with the talented team at TechNova Solutions and am fully committed to continuing my growth here. In light of my contributions, performance, and the increased responsibilities I've taken on, I would like to respectfully request a salary revision.

I would greatly appreciate the opportunity to discuss this in person at a time that works best for you.

Thank you for your time, support, and consideration.

Sincerely,

Disha Borad

4)Introduction Email To Client

Subject: Introduction – Disha Borad from NextStack Digital

Dear MR. Sharma ,

I hope this message finds you well.

My name is disha borad, and I'm writing to formally introduce myself as your dedicated project coordinator from NextStack Digital. We specialize in providing tailored software and IT support services, and I'll be your main point of contact for the CRM Integration Project we're starting this month.

I will be assisting you with project updates, timelines, and any support or resources you may require during the implementation. Our team is excited to collaborate with GreenEdge Industries and help optimize your customer management processes.

Please feel free to reach out to me directly via email or phone for any queries or concerns, or requests at any time.

Looking forward to a successful partnership.

Warm regards,

Disha Borad

Project Coordinator

NextStack Digital Pvt. Ltd.

5)Resignation Notice

Subject: Resignation Notice – Disha Borad

Dear Mr. Mehta,

I hope you are doing well.

I am writing to formally resign from my position as Software Developer at Codecraft Systems Pvt. Ltd., effective August 8, 2025, providing the standard one-month notice period.

Working at Codecraft Systems has been a valuable and rewarding experience. I am especially grateful for the opportunity to work on key projects like the EcomSync Platform and internal HR automation tools, which helped me grow both professionally and personally. I deeply appreciate the support, mentorship, and trust you and the team have provided over the past two years.

This decision was not an easy one, but it is based on personal career goals and the next phase of my professional journey. I will ensure a smooth handover of my responsibilities and am happy to assist with the transition process in any way I can.

Thank you once again for the opportunity to be a part of the Codecraft Systems family. I truly value the experiences and relationships I've built here.

Warm regards,

Disha Borad

Software Developer

Codecraft Systems Pvt. Ltd.