

1. Thank You Email

Subject: Thank You for Your Support

Dear Sir,

I hope you are doing well.

I just wanted to say thank you for your support and guidance. I really appreciate your help, and it means a lot to me.

Looking forward to working with you again.

**Best regards,
Shubham**

2. Reminder Email

Subject: Gentle Reminder: Project Submission

Dear Sir,

I hope you are doing well.

This is a kind reminder about the pending project submission scheduled for 8th July 2025. Please let me know if you need any further information or documents from my side.

Thank you for your time and attention.

**Best regards,
Shubham**

3. Email of Inquiry for Requesting Information

Subject: Request for Information About Internship Opportunities

Dear Sir,

I hope you are doing well.

I am writing to ask for some information regarding any available internship opportunities in your department. Could you please share the details or guide me on how to proceed?

Thank you for your time and help.

**Best regards,
Shubham**

4. Asking for a Raise in Salary

Subject: Request for Salary Review

Dear Sir,

I hope you are doing well.

I would like to request a meeting to discuss the possibility of a salary increase. I have been working hard and contributing to the team, and I believe it is the right time to review my compensation.

I appreciate your consideration.

**Best regards,
Shubham**

5. Resignation Email

Subject: Resignation Letter

Dear Sir,

I hope you are well.

I would like to formally resign from my position at ABC Company, effective from 20th July 2025. I thank you and the team for all the support during my time here.

Please let me know how I can help during the transition.

**Sincerely,
Shubham**