

Thank You for Your Guidance



nk123@gmail.com

Thank You for Your Guidance

Dear Manager Nikhil

I hope you are doing well. I would like to express my sincere appreciation for your guidance and support on the recent project. Your leadership and clear direction helped me complete my tasks efficiently and with confidence.

Thank you for taking the time to mentor me and for always encouraging my professional growth. I truly value your support and look forward to learning more under your guidance.

Warm regards,
chetan patil.

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Apology for the Inconvenience



jagdish456@gmail.com

Apology for the Inconvenience

Dear sir,

I sincerely apologize for the inconvenience caused due to the delay in submitting the report. I understand the importance of the deadline and take full responsibility for the oversight.

Please be assured that I am taking corrective steps to ensure this does not happen again in the future. Thank you for your understanding and patience.

Kind regards,
chetan patil.]

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Request for Updated Project Timeline

I hope you are doing well. I am writing to request an updated timeline for the Project SoftLogic . Having the latest schedule details will help me plan my tasks effectively and ensure that all deliverables are completed on time.

Please let me know if there have been any changes in deadlines, milestones, or task priorities. Your guidance will help me align my work with the current project requirements.

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

Sincerely,

chetan patil.

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Request for Salary Review

I hope you are doing well. I would like to formally request a review of my current salary. Over the past months, I have taken on additional responsibilities, which have positively impacted the team's performance.

Given my contributions and dedication to the role, I kindly request a salary adjustment to reflect my performance and commitment. I would appreciate the opportunity to discuss this further at a convenient time.

Warm regards,
chetan patil.

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Resignation – Effective from 30 December 2025

arvindsharma123@gmail.com

Resignation – Effective from 30 December 2025

Dear Mr. Arvind Sharma,

I hope you are doing well. Please accept this email as my formal resignation from my position as **Software Support Executive** at **TechNova Solutions Pvt. Ltd.**, effective from **30 December 2025**.

I am grateful for the opportunities, guidance, and support I have received during my 2-year tenure with the organization. Working under your leadership has helped me build strong professional skills and gain valuable experience in software support and client handling.

I will ensure a smooth handover of all my tasks and pending work before my last working day. Kindly let me know if there are any additional formalities or procedures I need to complete.

Thank you once again for your guidance and support. I truly appreciate the positive work environment and the learning experiences I gained at TechNova Solutions.

Sincerely,
Chetan Patil

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