

### Thank you mail

Dear HR[Joshi Shivani]

I sincerely thank you for approving my leave request. Your support and understanding mean a lot to me, and I truly appreciate your quick response. It has helped me manage my personal responsibilities smoothly.

I will ensure that all my tasks are up to date before my leave begins. Please let me know if there's anything else you need from my side.

Yours Faithfully  
Deep Trivedi

### Letter Of Apology

Dear [Manager]

I sincerely apologize for the mistake I made in the recent project. I understand it may have caused inconvenience to the team and the client. I take full responsibility and will make sure it doesn't happen again. I'm already working on fixing the issue as quickly as possible. Thank you for your patience and understanding. I truly value the trust you place in me and will work harder to maintain it.

Yours Faithfully  
Deep Trivedi

### Reminder Email

Dear Team

This is a gentle reminder to please submit your timesheet within the next 2 days. Timely submission helps us ensure accurate payroll and project tracking.

If you've already submitted it, kindly ignore this message.

In case you face any issues while submitting, feel free to reach out to the HR team.

Thank you for your cooperation!

Best regards  
HR Department

### Asking for a Raise in Salary

Dear [Manager]

I hope you are doing well. I would like to kindly request a review of my current salary. Over the past 1 year, I have worked hard to contribute to the team through my projects and responsibilities, and I have gained valuable experience along the way. I truly enjoy my role and am committed to continuing my growth with the company. I would appreciate the opportunity to discuss this further at your convenience.

Best regards  
Deep Trivedi

### Resignation Email

Dear [Manager]

I hope you are doing well. I am writing to formally resign from my position at Web Infosoft, with my last working day being July 31, 2025.

It has been a great experience working here for the past 1 year, and I'm truly thankful for the support, learning, and opportunities I have received. I have gained valuable skills and enjoyed being part of the team. Thank you for giving me opportunity to work with your company.

Best regards  
Deep Trivedi