

Thank You Mail

Subject: Thank You for Your Support with Soft Skills Development

Dear Ketu Chaudhary,

I hope this message finds you well.

I wanted to sincerely thank you for your support and guidance in helping me improve my soft skills. Your insights and encouragement have made a meaningful difference in how I communicate, collaborate, and approach challenges professionally.

I truly appreciate the time and effort you took to share your knowledge. It has been incredibly valuable to me, and I'm already seeing the positive impact in my daily interactions.

Thanks again for your help!

Warm regards,

Desai Hardik

(Data Science)

Letter of Apology

Subject: Apology for Using Mobile Phone During Office Hours

Dear Sir,

I hope you are doing well.

I would like to sincerely apologize for using my mobile phone during office hours. I understand that this was inappropriate and may have affected my productivity and focus, as well as set the wrong example for others.

Thank you for your understanding, and I truly appreciate your guidance and support.

Best regards,

Desai Hardik
(Data Science)

Asking For Raise in Salary

Subject: Request for Salary Review

Dear Manager's,

I hope you are doing well.

I am writing to formally request a review of my current salary. Over the past 2 Years, I have taken on additional responsibilities and contributed to Shining Star Award 2025 and 2-Times Star Performer of the Month, which I believe reflect my continued growth and value to the team.

I truly enjoy working with Hitech and remain committed to delivering high-quality results. I would appreciate the opportunity to discuss a possible adjustment to my compensation based on my performance and contributions.

Warm regards,

Desai Hardik
(Data Science)

Resignation Email

Subject: Resignation Notice – Effective August 10, 2025

Dear Prakash Thapa,

I hope you are doing well.

I am writing to formally resign from my position at Tesla Company, with my last working day being August 10, 2025.

Working at Tesla Company has been a valuable experience, and I truly appreciate the support, opportunities, and learning I have received during my time here. This decision was not easy, but I believe it is the right step for my personal and professional growth.

I will do my best to ensure a smooth transition before my departure. Please let me know how I can assist during this time.

Thank you once again for everything.

Best regards,

Desai Hardik
(Data Science)

Reminder Email

Subject: Reminder: Upcoming Award Event

Dear Teams,

I hope you are doing well.

This is a kind reminder about the upcoming Award Event scheduled for 10th August 2025 at Tathastu Party Plot, Ahmedabad. We're looking forward to celebrating the achievements and contributions of our team, including your valuable role.

Please ensure your presence and let us know if you have any questions or need further details.

Warm regards,

Desai Hardik
(Data Science)