

To: hrpl@2055.in

Subject: Inquiry of products/service

Respected Sir/Madam

I am writing this letter to inquire about products/services. Please provide me some information.

Please make sure to provide details including the price of the specific product, and tell me the quantity about the product. you making it in grams & kgs and provide me how many time to complete the design, and the how many time|delivery of the product.

Please read this email and reply. j waiting for your response.

Thak you,

Dipak Patel

To: sohamerp@gmail.com

Subject: Thank you

Respected Sir/Madam

Hello sir/madam I am writing this letter to thank you for giving me a chance to take my interview

Thank you for the opportunity to attend the interview. I understand your time and enjoy learning about the role and your company. I am waiting for your Response.

Again I thank you a lot for a chance to make my future brighter

Kind regards,

Manish Sharma

To: pdtcansas@gmail.com

Subject: Apology for taking leave without information

Respected Sir/Madam

I sincerely apologize for taking leave on 25-04-2025 without any information or approval. Suddenly i was going to abrod so I am not inform you

I understand this is my mistake and you get many problems in work, and i am regret about my mistake. But I promise that the next time I takin a leave so I will follow the proper process and follow the rules and regulations.

Thank you for you understand me.

Sincerely,

Pravin Misti

To: info@neuron.in

Subject: Request for salary increase

Respected Sir/Madam

I would like to request to you raise my salary.

I requesting to raise my salary for my strong performance and contributions to the Company. I can handled all my responsibilities and successfully taken on duties. And. If any employee is on leave so I helping in work any time, so understand my contribution for company.

I waiting your positive response. Thank you for your time.

Kind Regards

Pranil Sharma

To: info@cremomcosmetics.in

Subject: Resignation

Respected Sir/Madam Dear Sir,

I am writing to formally Resign from my position as HR Executive at ~~Cremon~~ Cosmetics Pvt Ltd.

This decision was not easy but I think about my personal growth in future, I will get this decision and I get best opportunity in my life so I will taking resignation. I will get best future in my life and going to new company

I really thanks to Sir/madam and all the staff to helping to us. I learning from this company team work and how to cross the targets so thanks to all of them. I am taking my best next 30 days and I wish ~~cremon~~ cosmetics Pvt Ltd continue success in future.

Sincerely,

Dhruval Soni