

## **1. Thank You Email**

**Subject:** Thank You for Your Support

Dear sir,

I would like to express my sincere gratitude for your support and guidance during project. Your insights were incredibly helpful and made a significant difference in achieving our goals.

I truly appreciate your time and effort and look forward to continued collaboration.

Warm regards,  
Divyesh Kadia  
Data Analyst

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## **2. Letter of Apology**

**Subject:** Apology for late Assignment

Dear Bhavik sir,

I sincerely apologize for late assignment. I take full responsibility and deeply regret any.

Please rest assured that corrective measures have been taken to ensure this does not happen again.

Thank you for your understanding.

Sincerely,  
Divyesh Kadia

### 3. Reminder Email

**Subject:** Reminder: Team Meeting at 3 PM Today

Dear Sahil,

This is a reminder for our team meeting scheduled today at **3:00 PM** in office

**Agenda:**

- Project updates
- Next steps
- Q&A

See you there!

– Divyesh Kadia

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### 4. Resignation Email

**Subject:** Resignation Effective 15<sup>th</sup> August 2025

Dear Sahil Sir ,

I hope this message finds you well.

I am writing to formally resign from my position as Data Analyst at GROW PVT LTD, Effective 15August 2025.

This was not an easy decision, but due to new career opportunity, relocation, or higher studies, I believe it is the right step for my personal and professional growth.

I am grateful for the support, guidance, and opportunities I have received during my time here. Please let me know how I can assist in ensuring a smooth handover of my responsibilities.

Thank you once again for everything.

Sincerely,  
Divyesh Kadia

## **5.Asking for a Raise in Salary**

Subject: Request for Salary Review

Dear Rahul sir,

I hope this message finds you well.

I would like to kindly request a review of my current salary. Over the past couple of years, I have contributed significantly to successful projects, increased efficiency, meeting/exceeding targets, which I believe have added value to our team and the company.

Considering these contributions and my continued commitment, I would greatly appreciate the opportunity to discuss a possible adjustment to my compensation. Please let me know a convenient time to meet and discuss this further.

Thank you for your time and consideration.

Sincerely,  
Divyesh Kadia  
Data Analyst