



From drsn0605@gmail.com



To



twinklema'am@gmail.com



Raise in salary

Dear Twinkle Ma'am,

I hope you are doing well. I would like to express my sincere gratitude for the continuous guidance and support I have received while working in this organization.

I am writing to kindly request a review of my current salary. Over the past [number of months/years], I have consistently worked with dedication and contributed to the growth of the team and company. Some of my key contributions include:

- > Successful completion of a project
- > Achievements / improvements I brought to the company

Considering my performance, increasing responsibilities, and the value I aim to continue delivering, I would be grateful if you could consider a revision in my salary.

I assure you that I remain highly committed to my role and will continue contributing to the success of our team and organization.

Thank you very much for your time and understanding. I would be happy to discuss this at your convenience.

Warm regards,
Darshan Patel



From drsn0605@gmail.com



To  twinklema'am@gmail.com



Request for Website Design Information

Dear Twinkle Ma'am,

Hope you are doing well.

I am writing to request some information regarding the website designs for Grey Watch – Smart Wrist Band. The required details will help us proceed further with the next phase of development.

Could you please share the following information at your earliest convenience?

Final color theme and branding guidelines

Product specifications and key features to be highlighted on the website

High-quality product images / lifestyle images

Any preferred layout or reference website links, if available

Content to be displayed on Home, About, and Product pages

If there are any additional instructions or ideas you would like us to include, please feel free to let me know. We will be happy to incorporate them.

Thank you for your time and cooperation. Looking forward to your response.

Warm regards,
Darshan Patel



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Resignation from My Position

Dear Twinkle ma'am,

I hope you are doing well.

I would like to formally resign from my position as HR at Tops Technology, effective from 30 October.

This was not an easy decision, and I truly appreciate the opportunities, guidance, and support I have received during my time with the organization. Working under your leadership has been a valuable learning experience, and I am grateful for the trust and encouragement given to me.

I will ensure a smooth transition before my departure. I am ready to complete all pending tasks and hand over responsibilities properly to the concerned team member.

Thank you once again for your guidance and support. I will always remain thankful for being part of Tops Technology.

Warm regards,
Darshan Patel



From drsn0605@gmail.com



To  twinklema'am@gmail.com



Apologize

Dear Twinkle ma'am,

I sincerely apologize for arriving late to the office today. I understand the importance of punctuality and the impact it has on the team and work schedule.

The delay was unintentional and caused due to unexpected traffic. However, I take full responsibility for my late arrival and assure you that I will take necessary steps to prevent this from happening again.

I value the trust and discipline of the organization and will make sure to maintain punctuality going forward.

Thank you for your understanding.

Warm regards,
Darshan Patel |





From drsn0605@gmail.com



To  twinklema'am@gmail.com



Thank You

Dear Twinkle Ma'am,

I hope you are having a great day.
I would like to sincerely thank you for
approving my leave request. I truly
appreciate your support and understanding.

I assure you that I will complete all pending
tasks and ensure a smooth workflow before
and after my leave.

Thank you once again for your cooperation.

Warm regards,
Darshan Patel |