1. Thank you Email

From

Hardik Tiwari

Student

15 December 2024

To

HR Department

Respected Sir,

Subject: Heartfelt Thanks

I hope this message finds you well. I am writing to express my sincere gratitude for your invaluable support during the project.

Your guidance and expertise truly made a difference, and I deeply appreciate the effort and thought you put into work. It has not

only helped me achieve but also given me valuable insights that I will carry forward.

Once again, thank you for your support and help. I look forward to staying in touch and hope we can collaborate again in the future.

Warm regards,

Hardik Tiwari

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2.Letter of Apology

From

Hardik Tiwari

Student

15 December 2024

To

The HOD of B.tech.,

Ahmedabad University

Respected Sir,

Subject: Apology letter for absence in class.

I haven't attended my classes from last few days due to sickness and i wasn't able to write a application for my leave.

Such act was unprofessional and i sincerely apologise for my irresponsible behaviour.I accept that i must've informed

before taking a leave.

I assure you with this apology letter that this type of unprofessional behaviour shall not prevail and i sincerely

regret my behaviour.

Thanking you

With regard,

Hardik

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3. Reminder Email

Subject: Deadline reminder of project.

Hi XYZ,

I hope this email finds you well! I just wanted to send a quick reminder about project which has been assigned to you on 10 December 2024 has deadline happening on 15 December 2024 at 12 pm.

Please remember to bring PPT of the Project you are performing for and Kindly submit your report before the given time.

Let me know if you have any questions or need any assistance.

Looking forward to your presentation.

Best regards,

Hardik Tiwari

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6. Email Asking for a Status Update

From

Hardik Tiwari

15 December 2024

To,

IT department

Respected Sir,

Subject: Request for Status Update on Project

I hope you are doing well. I am writing to kindly request an update on the status of project which was assigned to you on following other day.

As per our last discussion on meeting, I understand that it may take some time to perfectionate your work. I would greatly appreciate it if you

could share the current progress or let me know if there are any updates or changes I should be aware of.

Please let me know if you require any assistance from my side to move things forward. I am happy to contribute whenever necessary.

Looking forward to your response. Thank you in advance for your time and attention.

Warm regards,

Hardik Tiwari

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Subject: Request for Salary Adjustment

Respected Sir,

I hope this message finds you well. I would like to schedule a time to discuss my current compensation. Over the past 6 months, I have greatly enjoyed contributing to tasks of corporate, and I believe my role has significantly supported company goals.

In light of my contributions, increased responsibilities, and the value I bring to the team, I would like to explore the possibility of a salary adjustment to better reflect my efforts and impact. I have researched industry for my role and level of experience and would be happy to share that information if helpful.

Please let me know a time that works for you to have this discussion. I appreciate your time and consideration, and I look forward to your feedback.

Best regards,

Hardik Tiwari