

**1) Thankyou email:**

**From: [galandeharsh25@gmail.com](mailto:galandeharsh25@gmail.com)**

**To: [topstechnologies@gmail.com](mailto:topstechnologies@gmail.com)**

**Subject: Thank You for the Opportunity**

Dear Ruchi Madam,

I hope you are doing well. I would like to sincerely thank you for giving me the opportunity to be associated with Tops Technologies.

The training, guidance, and support provided by the trainers and staff have been extremely valuable for my professional growth. I am gaining practical knowledge and skills that will surely help me build a strong career.

Everyone here is supportive and encouraging, which makes the learning environment very positive. I am grateful to be part of such a reputed organization.

Thank you once again for this wonderful opportunity. I will continue to work sincerely and give my best.

Best regards,  
Harshad Galande  
+91 9284828539

## **2. Apology Email :**

**From:** [galande harsh25@gmail.com](mailto:galande harsh25@gmail.com)

**To:** [sketchteam@gmail.com](mailto:sketchteam@gmail.com)

**Subject: Apology for Missing the Meeting**

Dear Chirag sir,

I hope you are doing well. I am writing this email to sincerely apologize for missing yesterday's meeting.

Unfortunately, due to an unexpected personal emergency, I was unable to attend. I understand that my absence may have caused trouble to the team, and I take full responsibility for it.

I have already connected with my team members to understand the discussion and updates from the meeting. I assure you that this situation will not repeat, and I will make sure to inform you in advance if any such issue arises in the future.

I sincerely apologize for the inconvenience caused and thank you for your understanding.

Best regards,  
Harshad Galande  
+91 9284828539

### **3: Resignation Email**

**From:** [galandeharsh25@gmail.com](mailto:galandeharsh25@gmail.com)

**To:** [sevenmentor777@gmail.com](mailto:sevenmentor777@gmail.com)

**Subject: Resignation Letter**

Dear Monali Madam,

I hope this email finds you well. I am writing to formally inform you of my decision to resign from my position at Seven Mentors. My last working day will be 05-03-2026, as per the three-month notice period.

This decision was not easy for me. My time at “seven mentors” has helped me learn many valuable skills, and I am truly thankful for the guidance and support I received from the team. However, I have accepted another opportunity that aligns better with my long-term career goals.

I will ensure a smooth transition by completing my responsibilities and assisting with the handover of my work.

Thank you once again for the opportunity to work with such a supportive team. I wish Seven Mentors continued success in the future.

Best regards,  
Harshad Galande  
+91 9284828539

#### **4: Request for Salary Raise :**

**From:** [galandeharsh25@gmail.com](mailto:galandeharsh25@gmail.com)

**To:** [managerdel@gmail.com](mailto:managerdel@gmail.com)

**Subject: Request For Salary Raise**

Dear Sir,

I hope you are doing well. I am writing to request a meeting to discuss a possible review of my salary.

I have been working with Delloite for the past three years and have consistently contributed to multiple projects. During this time, I have also taken on additional responsibilities and improved my skill set to support the team effectively.

Based on my experience, performance, and market standards for similar roles, I believe my current salary could be reviewed. I kindly request your consideration for a salary increase that reflects my contribution and growth.

Please let me know a good time to discuss this further. Thank you for your time and consideration.

Best regards,  
Harshad Galande  
+91 9284828539

## **5: Email to Boss About a Problem (Requesting Help)**

**From:** [galandeharsh25@gmail.com](mailto:galandeharsh25@gmail.com)

**To:** [managerdel@gmail.com](mailto:managerdel@gmail.com)

**Subject: Request For Salary Raise**

Dear Sir

I hope this email finds you well. I am writing to seek your guidance regarding an issue I am facing in my current project.

I am currently working on the Medical Shop Project and have encountered a technical problem that I am unable to resolve independently. Despite trying multiple solutions, the issue still not solve and is affecting the project progress.

To avoid any impact on the project timeline and team performance, I would appreciate your support and direction. Your experience would be very helpful in resolving this issue efficiently.

Could we please schedule a meeting at your convenience so I can explain the problem in detail?

Thank you for your time and continued support. I look forward to your guidance.

Best regards,  
Harshad Galande  
+91 9284828539