

## 1. Thank You Email

**From:** galandeharsh25@gmail.com

**To:** topstechnologies@gmail.com

**Subject:** Thank You for the Opportunity

Dear Ruchi Madam,

I hope you are well. Thank you for giving me the chance to be part of Tops Technologies.

The training and support from the trainers are very helpful for me. I am learning new skills and getting practical knowledge for my future career.

Everyone here is kind and supportive. I am happy to be part of this organization.

Thank you once again. I will work hard and do my best.

Best regards,  
Harshad Galande  
+91 9284828539

## 2. Apology Email

**From:** galandeharsh25@gmail.com  
**To:** sketchteam@gmail.com  
**Subject:** Apology for Missing the Meeting

Dear Chirag Sir,

I hope you are well. I am sorry for missing yesterday's meeting.

Due to a personal issue, I could not attend the meeting. I understand this may have caused inconvenience.

I have spoken with my team and noted the updates. This will not happen again, and I will inform you in advance next time.

Thank you for your understanding.

Best regards,  
Harshad Galande  
+91 9284828539

### **3. Resignation Email**

**From:** galandeharsh25@gmail.com

**To:** sevenmentor777@gmail.com

**Subject:** Resignation Letter

Dear Monali Madam,

I hope you are well. I am writing to inform you that I am resigning from my position at Seven Mentors. My last working day will be 05-03-2026 as per the notice period.

My time at Seven Mentors helped me learn many new things. I am thankful for the guidance and support.

I will complete my work and help with the handover process.

Thank you for the opportunity. I wish the team success in the future.

Best regards,  
Harshad Galande  
+91 9284828539

#### **4. Request for Salary Raise**

**From:** galandeharsh25@gmail.com

**To:** managerdel@gmail.com

**Subject:** Request for Salary Raise

Dear Sir,

I hope you are well. I would like to request a discussion about my salary.

I have been working with Deloitte for three years and have worked on many projects. I have also taken extra responsibilities and improved my skills.

Based on my work and experience, I kindly request you to consider a salary increase.

Please let me know a suitable time to discuss this. Thank you.

Best regards,  
Harshad Galande  
+91 9284828539

## 5. Request for Help Email

**From:** galandeharsh25@gmail.com  
**To:** managerdel@gmail.com  
**Subject:** Request for Help on Project Issue

Dear Sir,

I hope you are well. I need your help with an issue in my current project.

I am working on the Medical Shop project and facing a technical problem. I tried to fix it, but I am not able to solve it fully.

I request your guidance so the work can move forward. If possible, we can have a short meeting to discuss this.

Thank you for your support.

Best regards,  
Harshad Galande  
+91 9284828539