

Subject: **Thank You for Approving My Leave**

Dear pooja Mehta,

I hope this message finds you well. I wanted to sincerely thank you for approving my holiday leave. I truly appreciate your understanding and support in allowing me to take this time off.

Having this opportunity to [briefly mention what you plan to do or why it's important, e.g., spend time with family, recharge, etc.] means a lot to me, and I am grateful for your consideration.

I will ensure that all my responsibilities are managed before I leave and will keep you updated on any important matters.

Thank you once again for your support!

Best regards,

[Harvi Desai]

[UIUX Designer]

Subject: **My Sincere Apologies**

Dear Pooja Mehta,

I am writing to sincerely apologize for my behavior during our recent interaction. I deeply regret any discomfort or frustration I may have caused you.

It was never my intention to misbehave, come across as unprofessional. I understand that maintaining a positive and respectful relationship with our clients is paramount, and I fell short of that standard.

Please know that I take this matter seriously and am committed to ensuring that it does not happen again. I value your business and the trust you place in us, and I appreciate your understanding as I work to improve.

If you're open to it, I would appreciate the opportunity to discuss this further and regain your trust. Thank you for your patience, and I hope to hear from you soon.

Warm regards,

[Harvi Desai]

[UIUX Designer]

Subject: **Request for Salary Increase Discussion**

Dear Pooja Mehta,

I am writing to request a meeting to discuss my current salary and the possibility of a raise.

Over the past 2 years, I have taken on several new responsibilities and have made significant contributions to our team and the company.

Given these contributions and the evolving demands of my role, I believe it is appropriate to discuss a salary adjustment. I have researched industry standards and found I value my position at [Solvotics] and am committed to continuing to contribute positively to our team. I would appreciate the opportunity to discuss this matter further and explore how we can align my compensation with my contributions.

Thank you for considering my request. I look forward to your response.

Best regards,

[Harvi Desai]

[UIUX Designer]

Subject: **Request for a Discussion About Problem (My Work Environment)**

Dear Pooja mehta,

I hope this message finds you well. I am writing to discuss a matter that has been on my mind regarding my current work environment.

I want to express that I have been feeling somewhat uncomfortable due to team dynamics, communication challenges & workload. I believe that a positive and supportive atmosphere is crucial for both productivity and well-being, and I feel that my current experience is affecting my ability to perform at my best.

I would appreciate the opportunity to discuss this with you further, as I value my role in the team and want to contribute positively to our objectives. I believe that addressing these concerns can help improve not only my experience but also our overall team dynamics.

Thank you for your understanding, and I look forward to your support in resolving this matter.

Best regards,

[Harvi Desai]

[UIUX Designer]

Subject: **Resignation**

**Harvi Desai**

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15/10/2024

**Dear HR,Team**

I am writing to formally resign from my position as Visualizer [Vfx Head] for the department of VFX[Graphic Designer] at Solvotics Automation Limited.

After careful consideration, I have decided to pursue a new opportunity that will better align with my long-term career goals and offer further opportunities for growth and development. This decision has not been made lightly, as I have greatly valued my time at solvotics automation and the support I have received from the team.

Working at Solvotics Automation Limited has been an incredibly rewarding experience. I have truly enjoyed being part of such a dynamic and supportive team. The opportunities for professional growth and the positive work environment have significantly contributed to my personal and career development. I deeply appreciate the guidance and encouragement I've received from you and the entire team.

I am writing to request the return of my deposit and salary, that is in the company account till date ( 26/07/2024 ).

I would appreciate it if you could provide me with details on how and when I can expect the return of these funds.

Also, I have been there for 6 years and made efforts for the growth of the company. It would be great to receive an experience certificate that can help me in the future.

Please let me know if there are any additional steps I need to take or forms I need to complete.

I am committed to ensuring a smooth transition and am happy to assist in any way needed during this period. Please let me know how I can help with the handover of my responsibilities.

Thank you for the opportunities and experiences I have gained during my tenure here and for your prompt attention to this matter.

Sincerely,

Harvi Desai.