



From hetviupadhyay15@gmail.com



To



skyline076@gmail.com



Thank You for Approving My Leave

Dear Sumit Chauhan Sir,

I hope you are doing well. I would like to sincerely thank you and the management team for approving my leave from 22/10/2025 to 26/10/2025. I truly appreciate your understanding and support in allowing me this time off.

Your consideration means a lot, and I am grateful for Skyline Pvt. Ltd.'s flexibility and concern for employees' well-being. I will ensure that all my pending work is completed and that a smooth handover is done before my leave begins.

Thank you once again for your support and cooperation.

Best regards,
Hetvi Upadhyay
Data Analyst



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Apology for My Mistake

Dear Sumit Chauhan Sir,

I sincerely apologize for my mistake that resulted in the loss of a customer. I take full responsibility and truly regret the inconvenience caused to the company and our team.

I've learned from this experience and will take extra care to ensure such an error doesn't happen again. Thank you for your understanding and continued guidance.

Best regards,
Hetvi Upadhyay
Data Analyst
Skyline Pvt. Ltd.





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Request for Historical Sales Data

Dear Sumit Chauhan Sir,

I hope you are doing well. I am preparing a Sales Performance Report and would like to request sales data from the past few years, including:

- Total sales per product/service
- Regional or branch-wise sales
- Sales trends and patterns

Having this historical data will help me generate accurate insights and support decision-making. I would greatly appreciate it if you could provide the data at your earliest convenience.

Thank you for your support.

Best regards,
Hetvi Upadhyay
Data Analyst





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Request for Salary Increment

Dear Sumit Chauhan Sir,

I hope you are doing well. I am writing to kindly request a review of my current salary. During my time at Skyline Pvt. Ltd. as a Data Analyst, I have contributed by analyzing and improving key business processes.

Considering my contributions and commitment, I would like to request an increment in my salary. I am confident I can continue adding value to the team and the company.

I would greatly appreciate the opportunity to discuss this at your convenience. Thank you for your time and consideration.

Best regards,
Hetvi Upadhyay
Data Analyst



From hetviupadhyay15@gmail.com



To



skyline076@gmail.com



Resignation from Position

Dear Sumit Chauhan Sir,

I hope you are doing well. I am writing to formally resign from my position as Data Analyst at Skyline Pvt. Ltd., effective 31/10/2025.

I am grateful for the opportunities, guidance, and experiences I have gained while working with the team. It has been a valuable learning experience, and I truly appreciate your support during my time at the company.

I will ensure a smooth handover of my responsibilities before my departure to minimize any inconvenience.

Thank you once again for everything.

Best regards,
Hetvi Upadhyay
Data Analyst