

From : abc1123@gmail.com  
To : sccc3@gmail.com  
Sub : Thank you

Respected sir,  
Greeting of the days

I am writing to express my sincere appreciation for you allowing me to take on a new role and new responsibilities. Your ceaseless support has helped me to grow as a professional, learn new skills and gain confidence in my field. I am grateful for all the advice and guidance you have given me along the way.

I am looking forward to collaborating more with you in the future and advancing the vision of the company. It's fulfilling to work for a company with such a positive and welcoming atmosphere. I value this opportunity and will do my best to fulfill the duties.

Thank you again and I hope you have a great weekend.

Sincerely,  
abcd

## (2)

Sub : apologies

Dear sir,  
greeting of the day

I am writing to offer our deepest apologies for the incorrect information provided in our recent communication. We take full responsibility for the mistake and understand the frustration and inconvenience it may have caused you.

We have conducted a thorough internal review to identify the root cause of the error. We have also implemented additional quality control measures to prevent similar occurrences.

To make things right, we would like to offer you some special discount. This should serve as a token of our appreciation for your understanding and patience.

If you have any further questions or concerns, please do not hesitate to reach out to our dedicated customer support team at [www.hhnp.com](http://www.hhnp.com). We are here to assist you in every matter.

Warm regards,  
managing staff

## (3)

Sub : salary increment

Respected sir,

I hope this letter finds you well. I am writing to formally request a salary increment. I have been with Trycen Infotech for 3 years and have thoroughly enjoyed contributing to the company's success.

In my time here, I have taken on additional responsibilities, consistently met and exceeded my performance targets, and played a key role in shaping how our clientele's retention has increased. Given my contributions and the industry standards, I kindly request a 15% salary increment, which I believe reflects my dedication and commitment to Trycen Infotech.

This increase will motivate me to continue delivering exceptional results and benefit Trycen by retaining talent and fostering a culture of reward and recognition. I look forward to discussing this further and am open to any discussions or feedback you may have.

Thank you for considering my request.

Sincerely,  
Amit patel

## (4)

Sub : resignation

Dear sir,

I hope you're doing well. I regret to inform you that I will be resigning from my position as graphic designer at zypo company.

My decision to resign comes due to unforeseen personal circumstances requiring immediate attention. I am committed to making this transition as seamless as possible. I will be glad if my notice period gets waived off as I have been a part of this organization only for a short period of time and I am still on my probation.

Looking forward to hear from you.

Thank you for the understanding and support I have received here.

Sincerely,  
jb

## (5)

Sub : Urgent reminder

Dear sir,

We appreciate your business and have been proud to call you “one of ours” for the past three years. We hope you'll continue to invest with Capital Company. However, in order

to do so, we need you to update your investor account and authorize two-factor authentication. This is to protect your sensitive data and ensure security compliance.

If you have any questions about the update or how we keep

your data safe, please respond to this email. If you are unable to update your account and authorize two-factor authentication by October 1, your account will be put on hold until you complete the update.

Thank you so much for your cooperation—we are excited to continue investing with you.

Your friendly,  
xyz

## Score

